

State of Alaska FY2023 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 Seafood Marketing Institute Board of Directors
- 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
- Authenticate documents for use in a foreign country
- Certifying agent of Bond Sale Certificates for the State of Alaska
- Regulate use of the State Seal
- Represent Alaska on the Arctic Winter Games Committee
- Chair, Elections Policy Working Group
- Co-Chair, Statewide Committee on Research, University of Alaska

Major Component Accomplishments in 2021

- 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equipment and election management system to address aging voting equipment, cybersecurity issues, and severely outdated election infrastructure.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 FY2023

- 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 Alaska host city for the 2024 Arctic Winter Games.
- Educate Alaskans on the new voting process for the Primary and General Elections.
- Implement new district maps after the finalization of the Redistricting process.
- 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	
	FY2022 Management Plan	FY2023 Governor		
Full-time	7	7	Annual Salaries	581,411
Part-time	0	0	Premium Pay	0
Nonpermanent	0	0	Annual Benefits	360,504
			<i>Less 3.93% Vacancy Factor</i>	(37,015)
			Lump Sum Premium Pay	0
Totals	7	7	Total Personal Services	904,900

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

	FY2021 Actuals	FY2022 Conference Committee	FY2022 Authorized	FY2022 Management Plan	FY2023 Governor	FY2022 Management Plan vs FY2023 Governor	
71000 Personal Services	769.2	921.0	921.0	921.0	904.9	-16.1	-1.7%
72000 Travel	21.0	85.2	85.2	85.2	85.2	0.0	0.0%
73000 Services	174.9	194.6	194.6	194.6	194.6	0.0	0.0%
74000 Commodities	6.3	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	971.4	1,219.8	1,219.8	1,219.8	1,203.7	-16.1	-1.3%
Fund Sources:							
1004 Gen Fund (UGF)	971.4	1,219.8	1,219.8	1,219.8	1,203.7	-16.1	-1.3%
Unrestricted General (UGF)	971.4	1,219.8	1,219.8	1,219.8	1,203.7	-16.1	-1.3%
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 FY2022 Conference Committee To FY2022 Authorized *****												
FY2022 Conference Committee	ConfCom	1,219.8	921.0	85.2	194.6	19.0	0.0	0.0	0.0	7	0	0
1004 Gen Fund		1,219.8										
Subtotal		1,219.8	921.0	85.2	194.6	19.0	0.0	0.0	0.0	7	0	0
***** Changes From FY2022 Management Plan To FY2023 Governor *****												
FY2023 Executive Health Insurance, SBS, and Risk Management Rate Changes	SalAdj	14.0	14.0	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1004 Gen Fund		14.0										
FY2023 Change Partially Exempt & Exempt Executive (EE) - Health Insurance from \$1,555 to \$1,685; SBS and Risk Management Rates: \$14.0												
FY2023 PERS Actuarial Rate Adjustment to 24.79% Ch9 SLA2021 (SB55)	SalAdj	-30.1	-30.1	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1004 Gen Fund		-30.1										
Includes: FY2023 Adjustment for PERS ARM Board Approved Rate of 24.79% (from 30.11%): \$-30.1												
Totals		1,203.7	904.9	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		FY2021 Actuals	FY2022 Management Plan	FY2023 Governor
2000	Travel		21.0	85.2	85.2
Object Class	Servicing Agency	Explanation	FY2021 Actuals	FY2022 Management Plan	FY2023 Governor
2000 Travel Detail Totals			21.0	85.2	85.2
2000	In-State Employee Travel	Employee travel in-state	20.1	73.2	73.2
2002	Out of State Employee Travel	Employee travel out-of-state	0.9	12.0	12.0

Line Item Detail (1676)
Office of the Governor
Services

Component: Lieutenant Governor (11)

Line Number	Line Name		FY2021 Actuals	FY2022 Management Plan	FY2023 Governor
3000	Services		174.9	194.6	194.6
Object Class	Servicing Agency	Explanation	FY2021 Actuals	FY2022 Management Plan	FY2023 Governor
3000 Services Detail Totals			174.9	194.6	194.6
3000	Education Services	Training, conference fees, professional memberships.	42.8	45.0	45.0
3001	Financial Services	Accounting, auditing and management consulting.	2.7	3.0	3.0
3003	Information Technology	Software licensing and maintenance.	0.3	5.0	5.0
3004	Telecommunications	Long distance, local equipment, wireless service and other telecommunications services from private vendors.	9.3	12.0	12.0
3006	Delivery Services	Freight, courier and postage.	0.7	1.0	1.0
3007	Advertising and Promotions	Advertising costs	1.1	2.0	2.0
3008	Utilities	Utility costs	1.9	3.0	3.0
3010	Equipment/Machinery	Office equipment leases and maintenance.	0.4	1.0	1.0
3011	Other Services	Management consulting, printing, and other services	92.7	96.9	96.9
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.	12.3	13.0	13.0
3018	Inter-Agency Information Technology Telecommunications	Admin - Department-wide Telecommunications enterprise productivity rate.	4.1	5.0	5.0
3021	Inter-Agency Mail	Admin - Department-wide Central mail service (I/A transfer to DOA, Shared Services).	0.7	1.0	1.0

Line Item Detail (1676)
Office of the Governor
Services

Component: Lieutenant Governor (11)

Object Class		Servicing Agency	Explanation	FY2021 Actuals	FY2022 Management Plan	FY2023 Governor
3000 Services Detail Totals				174.9	194.6	194.6
3026	Inter-Agency Insurance	Admin - Department-wide	General liability and other insurance costs.	0.3	0.5	0.5
3027	Inter-Agency Financial	Admin - Department-wide	State accounting and payroll system costs (I/A transfer to DOA, Finance).	5.5	6.0	6.0
3028	Inter-Agency Americans with Disabilities Act Compliance	Admin - Department-wide	Americans with Disabilities Act funding (I/A transfer to DOA, Personnel).	0.1	0.2	0.2

Line Item Detail (1676)
Office of the Governor
Commodities

Component: Lieutenant Governor (11)

Line Number	Line Name		FY2021 Actuals	FY2022 Management Plan	FY2023 Governor
4000	Commodities		6.3	19.0	19.0
Object Class	Servicing Agency	Explanation	FY2021 Actuals	FY2022 Management Plan	FY2023 Governor
4000 Commodities Detail Totals			6.3	19.0	19.0
4000	Business	Office equipment, personal computers, subscriptions, and business supplies.	4.6	16.0	16.0
4002	Household/Institutional	General supplies.	1.7	3.0	3.0

Revenue Detail (1681)
Office of the Governor

Component: Lieutenant Governor (11)

Revenue Type (OMB Fund Code)				FY2022	
Revenue Source	Component	Comment	FY2021 Actuals	Management Plan	FY2023 Governor
6004 Gen Fund (1004 Gen Fund)			117.8	120.0	120.0
6001 General Fund Pblc Protection - Other Licenses & Permits		Fee revenue including notary and authentications	117.8	120.0	120.0

Inter-Agency Services (1682)
Office of the Governor

Component: Lieutenant Governor (11)

				FY2021 Actuals	FY2022 Management Plan	FY2023 Governor
Component Totals				23.0	25.7	25.7
With Department of Administration				23.0	25.7	25.7
Object Class	Servicing Agency	Explanation	FY2021 Actuals	FY2022 Management Plan	FY2023 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.	12.3	13.0	13.0	
3018	Inter-Agency Information Technology Telecommunications	Admin - Department-wide Telecommunications enterprise productivity rate.	4.1	5.0	5.0	
3021	Inter-Agency Mail	Admin - Department-wide Central mail service (I/A transfer to DOA, Shared Services).	0.7	1.0	1.0	
3026	Inter-Agency Insurance	Admin - Department-wide General liability and other insurance costs.	0.3	0.5	0.5	
3027	Inter-Agency Financial	Admin - Department-wide State accounting and payroll system costs (I/A transfer to DOA, Finance).	5.5	6.0	6.0	
3028	Inter-Agency Americans with Disabilities Act Compliance	Admin - Department-wide Americans with Disabilities Act funding (I/A transfer to DOA, Personnel).	0.1	0.2	0.2	

Personal Services Expenditure Detail
Office of the Governor

Scenario: FY2023 Governor (18673)
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 / A	12.0		67,837	0	0	45,771	113,608	113,608
01-401X	Lieutenant Governor	FT	E	XE	Anchorage	N00	0	12.0		115,000	0	0	63,523	178,523	178,523
01-405X	Chief of Staff For Lt Gov	FT	A	XE	Anchorage	N00	24 /	12.0		140,191	0	0	73,005	213,196	213,196
01-408X	Reg & Init Spec	FT	A	XE	Juneau	N05	19E / F	12.0		78,819	0	0	49,905	128,724	128,724
01-409X	Executive Assistant	FT	A	XE	Juneau	N05	14A / B	12.0		48,556	0	0	38,514	87,070	87,070
01-412X	Notary Comm Administrator	FT	A	XE	Juneau	N05	16D / E	12.0		62,231	0	0	43,661	105,892	105,892
01-525X	Special Assistant	FT	A	XE	Juneau	N05	19A / B	12.0		68,777	0	0	46,125	114,902	114,902

	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

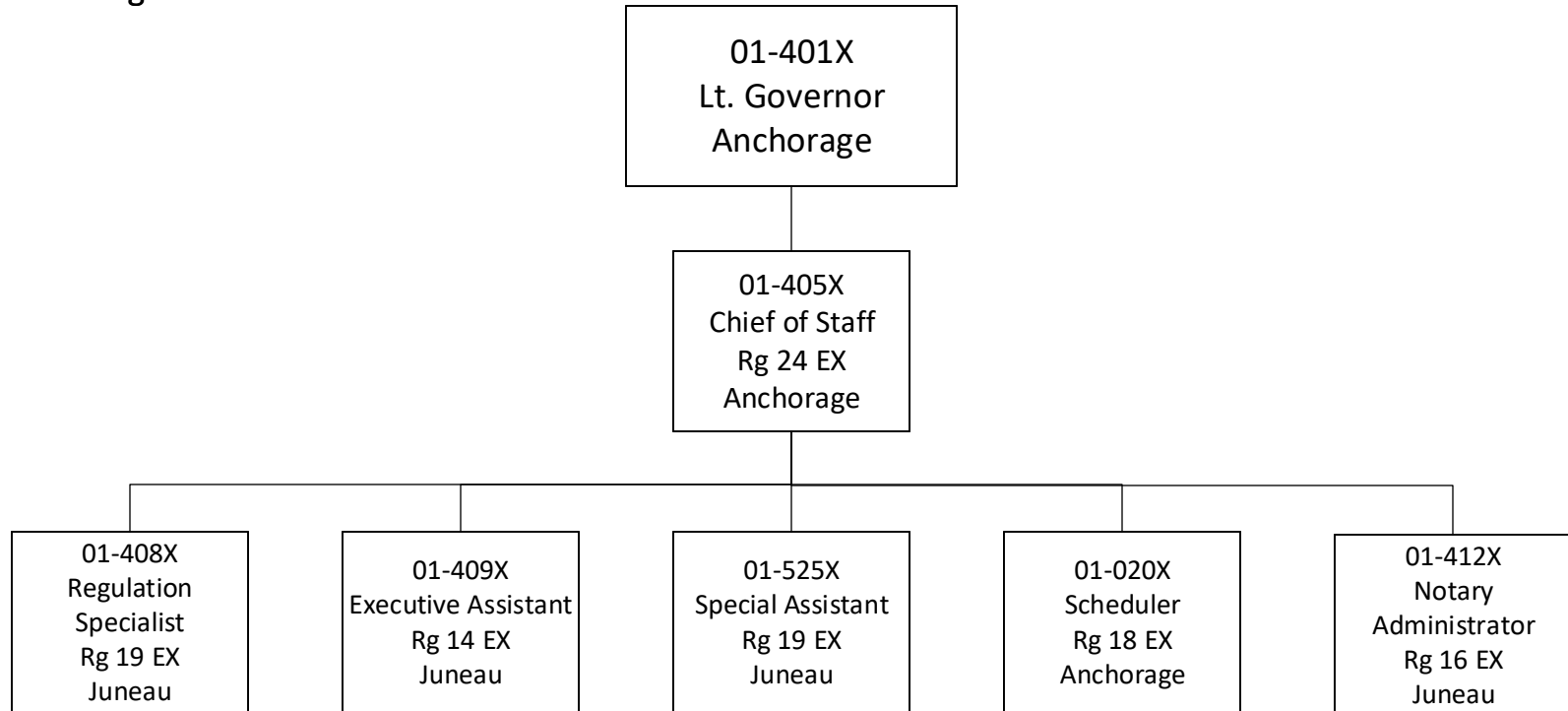
Total Component Months: 84.0

Total Salary Costs:	581,411
Total COLA:	0
Total Premium Pay:	0
Total Benefits:	360,504
Total Pre-Vacancy:	941,915
Minus Vacancy Adjustment of 3.93%:	(37,015)
Total Post-Vacancy:	904,900
Plus Lump Sum Premium Pay:	0
Personal Services Line 100:	904,900

PCN Funding Sources:	Pre-Vacancy	Post-Vacancy	Percent
1004 General Fund Receipts	941,915	904,900	100.00%
Total PCN Funding:	941,915	904,900	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
FY 2023 Budget



December 15, 2021