

State of Alaska FY2024 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>.)

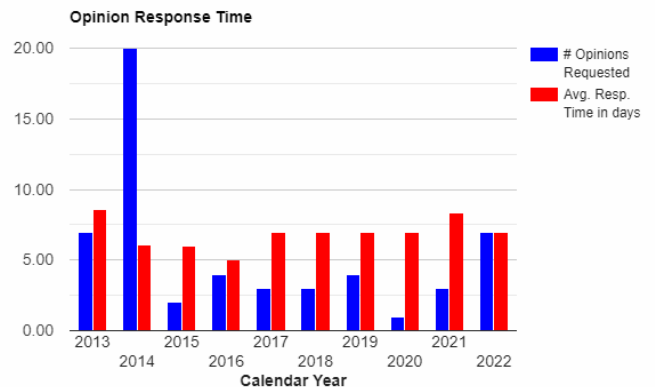
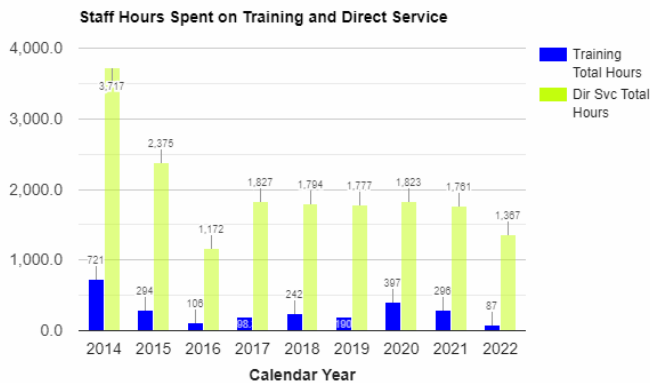
Core Services

- 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.

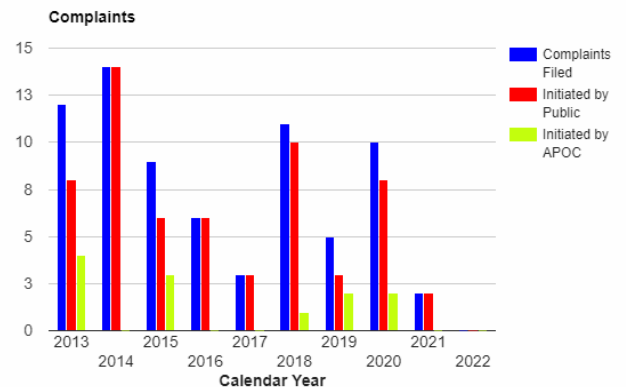
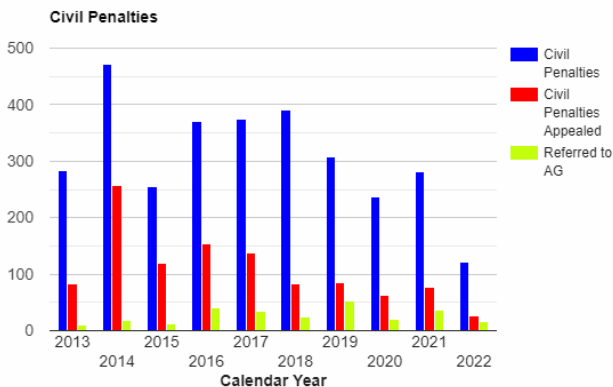
Measures by Core Service

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

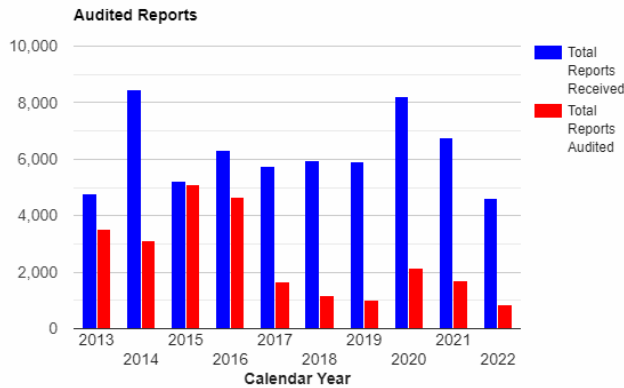
1. Interpret the disclosure laws and assist persons in complying, conduct training seminars, provide reporting forms and manuals of instruction for candidates, groups, lobbyists, and public officials.



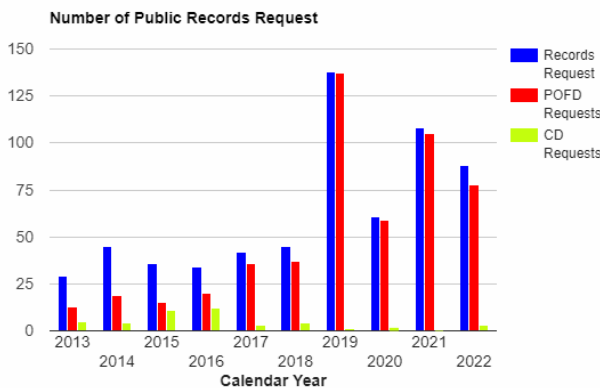
2. Enforce the disclosure laws by tracking required reports, assessing civil penalties, and complaint investigation.



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 2022

- Commission staff provided approximately 1,367 hours of direct service to the public.
- Commission staff provided approximately 87 hours of training and filer education.
- The agency received over 7,200 electronic filings from 479 state and municipal candidates, 176 groups/entities, 104 lobbyists, 399 employers of lobbyists, and 1,318 elected and appointed state and municipal officials.
- Released first online filer training modules for candidate campaign disclosure requirements.
- Continued refinement of new filing forms to accommodate additional filing requirements adopted under Ballot Measure 2.
- Adopted new regulations needed to clarify new provisions required under Ballot Measure 2.
- Began initial phase of report audit automations. Gathered initial requirements needed to cross-check data; leading to reduced staff time needed to review filings for timeliness.

Key Component Challenges

- Administering four areas of disclosure law with limited staff and resources.
- Mandated auditing of all reports is challenging at current staffing level hindering proactive efforts.
- Recruiting and retaining quality staff given the constant heavy workload and limited agency resources.
- 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 FY2024

- 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.
- Significant activity pre and post statewide election; it is the first statewide election to occur after redistricting resulting from the 2020 census, with all but one legislative seat up for election, and it is a gubernatorial election. It is also the first election to operate under ranked choice voting and the first statewide election that will see the new “true source” reporting requirements enacted under Ballot Measure 2. The requirements are aimed to curtail the use of “dark money” to influence candidate elections and requires additional reporting from groups/entities who make independent expenditures and their contributors.

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		
	FY2023 Management Plan	FY2024 Governor			
Full-time	9	9	Annual Salaries		610,695
Part-time	0	0	Premium Pay		0
Nonpermanent	0	0	Annual Benefits		422,889
			<i>Less 3.00% Vacancy Factor</i>		<i>(31,008)</i>
			Lump Sum Premium Pay		0
			Board Honoraria		2,690
Totals	9	9	Total Personal Services		1,005,266

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 2	1	0	0	0	1
Law Office Assistant 3	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

	FY2022 Actuals	FY2023 Conference Committee	FY2023 Authorized	FY2023 Management Plan	FY2024 Governor	FY2023 Management Plan vs FY2024 Governor	
71000 Personal Services	839.7	933.9	972.8	972.8	1,005.3	32.5	3.3%
72000 Travel	1.3	9.0	9.0	9.0	9.0	0.0	0.0%
73000 Services	94.4	112.6	117.1	117.1	105.7	-11.4	-9.7%
74000 Commodities	8.9	16.0	16.0	16.0	8.0	-8.0	-50.0%
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	944.3	1,071.5	1,114.9	1,114.9	1,128.0	13.1	1.2%
Fund Sources:							
1004 Gen Fund (UGF)	838.4	922.1	959.3	959.3	970.6	11.3	1.2%
1005 GF/Prgm (DGF)	105.9	149.4	155.6	155.6	157.4	1.8	1.2%
Unrestricted General (UGF)	838.4	922.1	959.3	959.3	970.6	11.3	1.2%
Designated General (DGF)	105.9	149.4	155.6	155.6	157.4	1.8	1.2%
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	9	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 FY2023 Conference Committee To FY2023 Authorized *****												
FY2023 Conference Committee												
	ConfCom	1,071.5	933.9	9.0	112.6	16.0	0.0	0.0	0.0	9	0	0
1004 Gen Fund		922.1										
1005 GF/Prgm		149.4										
Align Authority for Unallocated Rates Adjustments												
	Unalloc	4.5	0.0	0.0	4.5	0.0	0.0	0.0	0.0	0	0	0
1004 Gen Fund		4.5										
In FY2023 unallocated rates adjustments were appropriated to the Department of Administration to provide funding for the following rates adjustments:												
FY2023 Administrative Systems Rate Adjusted Base Change \$-43.9												
FY2023 Administrative Systems Upgrade Ongoing Costs Increases \$96.5												
FY2023 Human Resources Rate Adjusted Base Change \$-10.7												
FY2023 Human Resources Rate AspireAlaska \$35.7												
FY2023 Office of Information Technology Core Services Rate Adjusted Base Rate Change \$37.5												
FY2023 Office of Information Technology Core Services Rate Infrastructure Upkeep Increase \$107.0												
FY2023 Office of Information Technology Core Services Rate Software Increases \$238.5												
FY2023 Office of Information Technology Mainframe Increases \$8.1												
FY2023 Office of Information Technology Other Non-Core Adjusted Base \$201.2												
FY2023 Travel and Accounts Payable Rate Adjusted Base Change \$-61.3												
This is the distribution of those unallocated rates to the divisions within the Department.												
FY2023 Exempt 5% COLA												
	SalAdj	38.9	38.9	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1004 Gen Fund		32.7										
1005 GF/Prgm		6.2										
FY2023 Exempt 5% COLA: \$38.9												
Subtotal		1,114.9	972.8	9.0	117.1	16.0	0.0	0.0	0.0	9	0	0

***** Changes From FY2023 Management Plan To FY2024 Governor *****												
Align Authority with Anticipated Personal Services Costs												
	LIT	0.0	19.4	0.0	-11.4	-8.0	0.0	0.0	0.0	0	0	0

Transfer authority from services and commodities to cover anticipated personal services costs. The remaining services and commodities authority is sufficient to cover anticipated expenditures.

FY2024 PERS Rate Adjustment

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	
	SalAdj	1.8	1.8	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1004 Gen Fund		1.5										
1005 GF/Prgm		0.3										
FY2024 PERS rate adjustment to 25.10%: \$1.8												
FY2024 AlaskaCare Health Insurance Increase - Exempt and Partially Exempt												
	SalAdj	11.3	11.3	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1004 Gen Fund		9.8										
1005 GF/Prgm		1.5										
FY2024 AlaskaCare health insurance increase for exempt and partially exempt employees from \$1,685 to \$1,793 per member per month.: \$11.3												
Totals		1,128.0	1,005.3	9.0	105.7	8.0	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		FY2022 Actuals	FY2023 Management Plan	FY2024 Governor
2000	Travel		1.3	9.0	9.0
Object Class	Servicing Agency	Explanation	FY2022 Actuals	FY2023 Management Plan	FY2024 Governor
2000 Travel Detail Totals			1.3	9.0	9.0
2000	In-State Employee Travel	Transportation costs for travel relating to administration, training, conventions and meetings, boards and commissions	1.3	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		FY2022 Actuals	FY2023 Management Plan	FY2024 Governor
3000	Services		94.4	117.1	105.7
Object Class	Servicing Agency	Explanation	FY2022 Actuals	FY2023 Management Plan	FY2024 Governor
3000 Services Detail Totals			94.4	117.1	105.7
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
3002	Legal and Judicial Services	Legal and judicial services, including costs to conduct hearings and mediation	8.5	5.5	5.0
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	7.2	5.0	5.0
3006	Delivery Services	Freight, courier services, and postage	5.0	3.5	3.0
3009	Structure/Infrastructure/Land	Structure, infrastructure and land repairs, maintenance, rental, and leases	0.3	0.2	0.2
3010	Equipment/Machinery	Machinery, furniture and office equipment purchase, repairs, maintenance, rentals, and leases	6.2	3.5	3.0
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	24.2	21.3	20.0

Line Item Detail (1676)
Department of Administration
Services

Component: Alaska Public Offices Commission (70)

Object Class	Servicing Agency	Explanation	FY2022 Actuals	FY2023 Management Plan	FY2024 Governor	
3000 Services Detail Totals			94.4	117.1	105.7	
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)	0.6	0.6	0.6
3021	Inter-Agency Mail	Admin - Print Services (2333)	Centralized mail services chargeback	2.6	2.2	2.0
3022	Inter-Agency Human Resources	Admin - Personnel (56)	Centralized Human Resource chargeback	5.1	3.9	3.5
3023	Inter-Agency Building Leases	Trans - Department-wide	Rent for state-owned facilities and lease payments	13.8	52.6	50.0
3026	Inter-Agency Insurance	Admin - Risk Management (71)	Division of Risk Management - Risk management insurance charges	0.8	0.6	0.6
3027	Inter-Agency Financial	Admin - Accounting (3134)	SSoA Travel chargeback	6.6	5.0	2.0
3027	Inter-Agency Financial	Admin - Finance (59)	Division of Finance Chargeback for IRIS FIN, HRM, and ALDER	0.4	0.4	0.4
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	10.2	5.0	4.1
3038	Inter-Agency Management/Consulting	Admin - OFC of Procure. Property. Mngmt. (3291)	SSoA Procurement chargeback	1.1	1.0	0.5
3038	Inter-Agency Management/Consulting	Admin - Office of the Commissioner (45)	Commissioner Office chargeback	0.0	5.0	4.0

Line Item Detail (1676)
Department of Administration
Commodities

Component: Alaska Public Offices Commission (70)

Line Number	Line Name		FY2022 Actuals	FY2023 Management Plan	FY2024 Governor
4000	Commodities		8.9	16.0	8.0
Object Class	Servicing Agency	Explanation	FY2022 Actuals	FY2023 Management Plan	FY2024 Governor
4000 Commodities Detail Totals			8.9	16.0	8.0
4000	Business	General business supplies such as office consumables, furniture, and computer equipment	8.9	16.0	8.0

Revenue Detail (1681)
Department of Administration

Component: Alaska Public Offices Commission (70)

Revenue Type (OMB Fund Code) Revenue Source	Component	Comment	FY2022 Actuals	FY2023 Management Plan	FY2024 Governor
5005 GF/Prgm (1005 GF/Prgm)			159.1	155.6	160.4
5101 Program Receipts Public Protection - Licenses and Permits		License and permit fee collection	159.1	155.6	160.4
6004 Gen Fund (1004 Gen Fund)			79.9	0.0	0.0
6003 General Fund Pblc Prtctn - Miscellaneous Fines/Forfeitures		Miscellaneous Fines/Forfeitures	79.8	0.0	0.0
6027 General Fund Grants/Contracts - Contributions		Other income	0.1	0.0	0.0

Inter-Agency Services (1682)
Department of Administration

Component: Alaska Public Offices Commission (70)

	FY2022 Actuals	FY2023 Management Plan	FY2024 Governor
Component Totals	65.5	97.7	87.8
With Department of Administration	51.7	45.1	37.8
With Department of Transportation/Public Facilities	13.8	52.6	50.0

Object Class	Servicing Agency	Explanation	FY2022 Actuals	FY2023 Management Plan	FY2024 Governor
3017 Inter-Agency Information Technology Non-Telecommunications	Admin - Alaska Division of IT (3141)	OIT Core Services	24.2	21.3	20.0
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)	0.6	0.6	0.6
3021 Inter-Agency Mail	Admin - Print Services (2333)	Centralized mail services chargeback	2.6	2.2	2.0
3022 Inter-Agency Human Resources	Admin - Personnel (56)	Centralized Human Resource chargeback	5.1	3.9	3.5
3023 Inter-Agency Building Leases	Trans - Department-wide	Rent for state-owned facilities and lease payments	13.8	52.6	50.0
3026 Inter-Agency Insurance	Admin - Risk Management (71)	Division of Risk Management - Risk management insurance charges	0.8	0.6	0.6
3027 Inter-Agency Financial	Admin - Accounting (3134)	SSoA Travel chargeback	6.6	5.0	2.0
3027 Inter-Agency Financial	Admin - Finance (59)	Division of Finance Chargeback for IRIS FIN, HRM, and ALDER	0.4	0.4	0.4
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	10.2	5.0	4.1
3038 Inter-Agency Management/Consulting	Admin - OFC of Procure. Property. Mngmt. (3291)	SSoA Procurement chargeback	1.1	1.0	0.5
3038 Inter-Agency Management/Consulting	Admin - Office of the Commissioner (45)	Commissioner Office chargeback	0.0	5.0	4.0

Personal Services Expenditure Detail
Department of Administration

Scenario: FY2024 Governor (19867)
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	19F	12.0		79,989	0	0	51,540	131,529	127,583
02-0030	Paralegal 1	FT	A	XE	Anchorage	N00	14D / E	12.0		53,136	0	0	41,465	94,601	89,871
02-0031	Associate Attorney 1	FT	A	XE	Anchorage	N00	17A / B	12.0		60,383	0	0	44,184	104,567	104,567
02-1301	Exec Dir APOC	FT	A	XE	Anchorage	N00	24F / J	12.0		114,041	0	0	64,317	178,358	169,440
02-1303	Law Office Assistant 3	FT	A	XE	Anchorage	N00	14A / B	12.0		49,343	0	0	40,042	89,385	84,916
02-1310	Paralegal 1	FT	A	XE	Anchorage	N00	14D / E	12.0		53,136	0	0	41,465	94,601	91,763
02-1311	Analyst/Programmer 4	FT	A	XE	Anchorage	N00	20E / F	12.0		84,193	0	0	53,118	137,311	4,445
02-1319	Law Office Assistant 2	FT	A	XE	Anchorage	N00	13C	12.0		47,814	0	0	39,468	87,282	82,918
02-1369	Paralegal 2	FT	A	XE	Juneau	N05	16F	12.0		68,660	0	0	47,290	115,950	115,950

Total Positions		New	Deleted	Total Salary Costs:	610,695
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:	422,889
Positions in Component:	9	0	0	Total Pre-Vacancy:	1,033,584
				Minus Vacancy Adjustment of 3.00%:	(31,008)
				Total Post-Vacancy:	1,002,576
Total Component Months:	108.0			Plus Lump Sum Premium Pay:	0
				Plus Board Honoraria Pay:	2,690
				Personal Services Line 100:	1,005,266

PCN Funding Sources:	Pre-Vacancy	Post-Vacancy	Percent
1004 General Fund Receipts	871,453	845,309	84.31%
1005 General Fund/Program Receipts	162,131	157,267	15.69%
Total PCN Funding:	1,033,584	1,002,576	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)
FY2024 Governor's Budget
Position Totals PFT - 9

