

State of Alaska FY2024 Governor's Operating Budget

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

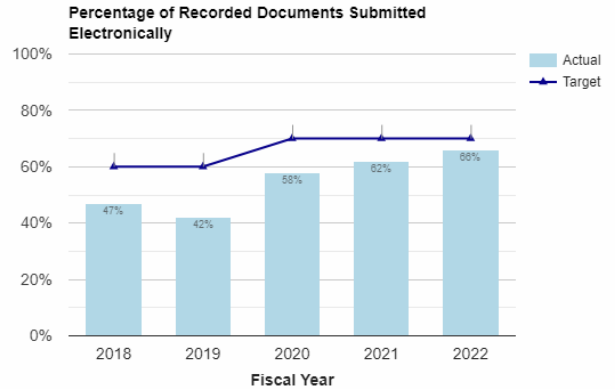
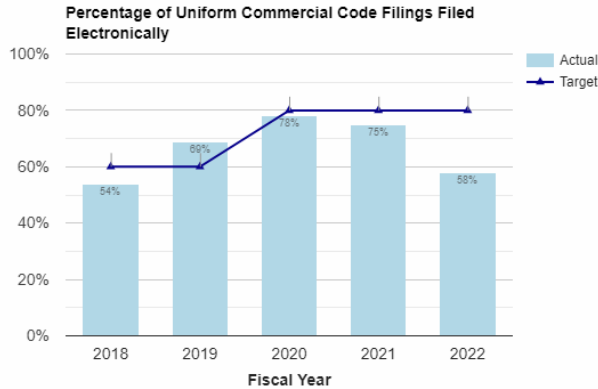
Component: Recorder's Office/Uniform Commercial Code

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>.)



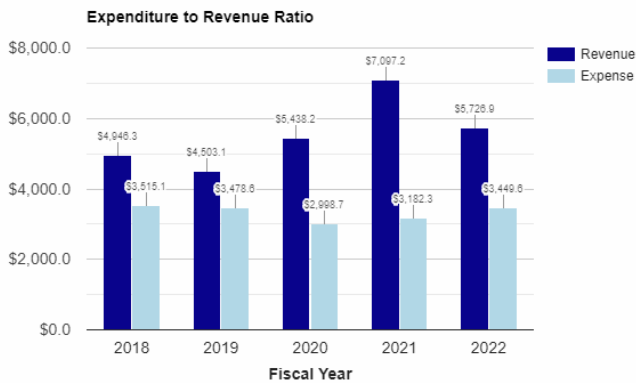
Core Services

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

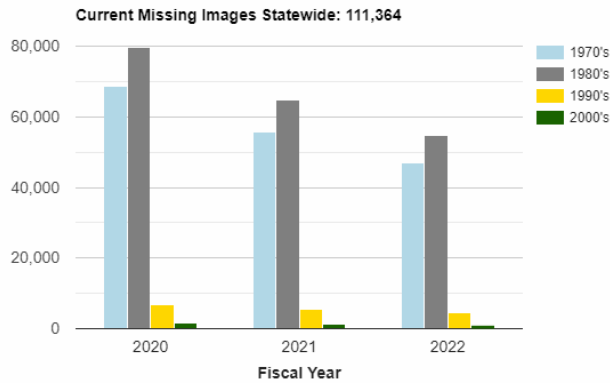
Measures by Core Service

(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 2022

Statewide use of electronic recording and filing service has risen to 65%, an increase of 3% from last fiscal year. This is an expected result from expanding the ability to accept documents from additional eRecording vendors.

The office continues to evaluate and improve operations supporting the goals to improve access and the use of the public record. Additionally, it builds efficiencies within the workflow of recorded documents. This year the online searching function was expanded with improvements. It created a shortcut to additional records within the current record, a timesaver for the user. Additional updates have been identified and will be implemented as time allows.

The research library was reopened after COVID-19 induced closures. This has allowed the public a place to research the public record and have assistance from recording staff.

Key Component Challenges

The increase in market rates and inflation has dramatically reduced recording volume in 2022 by 18%, reducing revenues back to pre-COVID-19 market standards and by 19% from the year before.

Completion of 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.

Ongoing 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.

Recruitment and staff retention continues to present difficulties despite a successful class study and pay increase.

Significant Changes in Results to be Delivered in FY2024

Electronic filing services are expected to increase with the CSC vendors' addition this coming year, 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

Contact: Chrissi Thurman, State Recorder

Phone: (907) 269-8882

E-mail: chrissi.thurman@alaska.gov

Recorder's Office/Uniform Commercial Code Personal Services Information				
Authorized Positions			Personal Services Costs	
	<u>FY2023</u> <u>Management</u> <u>Plan</u>	<u>FY2024</u> <u>Governor</u>		
Full-time	32	32	Annual Salaries	1,871,977
Part-time	1	1	COLA	55,318
Nonpermanent	0	0	Premium Pay	0
			Annual Benefits	1,379,294
			<i>Less 5.97% Vacancy Factor</i>	<i>(197,491)</i>
			Lump Sum Premium Pay	0
Totals	33	33	Total Personal Services	3,109,098

Position Classification Summary					
Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Administrative Officer 1	1	0	0	0	1
Analyst/Programmer 4	1	0	0	0	1
Analyst/Programmer 5	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

	FY2022 Actuals	FY2023 Conference Committee	FY2023 Authorized	FY2023 Management Plan	FY2024 Governor	FY2023 Management Plan vs FY2024 Governor	
71000 Personal Services	3,015.0	3,041.2	3,041.2	3,041.2	3,109.1	67.9	2.2%
72000 Travel	7.3	7.6	7.6	7.6	7.6	0.0	0.0%
73000 Services	447.2	712.6	712.6	712.6	712.6	0.0	0.0%
74000 Commodities	40.6	54.7	54.7	54.7	54.7	0.0	0.0%
75000 Capital Outlay	2.3	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	3,512.4	3,826.1	3,826.1	3,826.1	3,894.0	67.9	1.8%
Fund Sources:							
1005 GF/Prgm (DGF)	3,512.4	3,826.1	3,826.1	3,826.1	3,894.0	67.9	1.8%
Unrestricted General (UGF)	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
Designated General (DGF)	3,512.4	3,826.1	3,826.1	3,826.1	3,894.0	67.9	1.8%
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 FY2023 Conference Committee To FY2023 Authorized *****												
FY2023 Conference Committee	ConfCom	3,826.1	3,041.2	7.6	712.6	54.7	10.0	0.0	0.0	32	1	0
1005 GF/Prgm		3,826.1										
Subtotal		3,826.1	3,041.2	7.6	712.6	54.7	10.0	0.0	0.0	32	1	0
***** Changes From FY2023 Management Plan To FY2024 Governor *****												
FY2024 Salary and Health Insurance Increases	SalAdj	62.3	62.3	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1005 GF/Prgm		62.3										
FY2024 Salary and Health Insurance Increases: \$62.3FY2024 GGU cost of living increase 2.5%: \$46.6												
FY2024 SU cost of living increase 1%: \$6.5												
FY2024 AlaskaCare insurance from \$1,685 to \$1,793 per member per month.: \$7.4												
FY2024 GGU health insurance increase from \$1,567.50 to \$1,573.50 per member per month.: \$1.8												
FY2024 PERS Rate Adjustment	SalAdj	5.6	5.6	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1005 GF/Prgm		5.6										
FY2024 PERS rate adjustment to 25.10%: \$5.6												
Totals		3,894.0	3,109.1	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		FY2022 Actuals	FY2023 Management Plan	FY2024 Governor
2000	Travel		7.3	7.6	7.6
Object Class	Servicing Agency	Explanation	FY2022 Actuals	FY2023 Management Plan	FY2024 Governor
2000 Travel Detail Totals			7.3	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.	3.5	5.6	5.6
2002	Out of State Employee Travel	State Recorder transportation costs for travel conventions and meetings, boards and commissions.	3.8	2.0	2.0

Line Item Detail (1676)
Department of Natural Resources
Services

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

Line Number	Line Name		FY2022 Actuals	FY2023 Management Plan	FY2024 Governor
3000	Services		447.2	712.6	712.6
Object Class	Servicing Agency	Explanation	FY2022 Actuals	FY2023 Management Plan	FY2024 Governor
3000 Services Detail Totals			447.2	712.6	712.6
3000	Education Services	Employee trainings.	1.8	1.8	1.8
3003	Information Technology	Archival software and licensing.	9.1	10.0	10.0
3004	Telecommunications	Local, long distance, and cellular telephone charges, television, data/network, telecommunication equipment, and other wireless charges from outside vendors.	2.8	2.8	5.4
3006	Delivery Services	Freight, courier services, and postage.	31.0	35.0	35.0
3007	Advertising and Promotions	Advertising, promotions, and legal notices.	0.5	0.5	0.5
3008	Utilities	Electricity, heating fuel, water, sewage, and disposal services.	0.9	0.9	0.9
3009	Structure/Infrastructure/Land	Destruction of wall barriers, create new barriers.	20.0	0.0	0.0
3010	Equipment/Machinery	Specialized equipment and copier maintenance.	72.9	75.0	73.0
3011	Other Services	Shredding and recycling services.	2.0	2.0	2.0
3016	Inter-Agency Economic Development	Com, support communication coordinator.	10.0	10.0	10.0
3016	Inter-Agency Economic Development	Gov - Department-wide Reimbursable services agreement with the Governor's Office for OMB Budget Analyst Support.	0.0	4.0	4.0
3017	Inter-Agency Information Technology Non-Telecommunications	Admin - Department-wide Reimbursable services agreement with DOA for Adobe and Microsoft Licenses billings.	66.6	331.6	331.6

Line Item Detail (1676)
Department of Natural Resources
Services

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

Object Class		Servicing Agency	Explanation	FY2022 Actuals	FY2023 Management Plan	FY2024 Governor
3000 Services Detail Totals				447.2	712.6	712.6
3018	Inter-Agency Information Technology Telecommunications	Admin - Department-wide	Reimbursable services agreement with DOA for telecommunication - phones.	10.0	10.0	10.0
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	5.0	5.0
3023	Inter-Agency Building Leases	Trans - Department-wide	Reimbursable services agreement with DOT for building leases.	158.0	165.0	165.0
3024	Inter-Agency Legal	Law - Department-wide	Reimbursable services agreement with Law for regulations review.	0.8	0.8	0.8
3026	Inter-Agency Insurance	Admin - Department-wide	Reimbursable services agreement with DOA for risk management, and property insurance.	0.7	0.7	0.7
3027	Inter-Agency Financial	Admin - Department-wide	Reimbursable services agreement with DOA for IRIS HRM ALDER chargeback.	7.4	8.0	7.4
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	0.5	0.5
3038	Inter-Agency Management/Consulting	NatRes - Public Information Center (2441)	Reimbursable services agreement with Public Information Center for office support.	47.5	48.0	48.0

Line Item Detail (1676)
Department of Natural Resources
Commodities

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

Line Number	Line Name		FY2022 Actuals	FY2023 Management Plan	FY2024 Governor
4000	Commodities		40.6	54.7	54.7
Object Class	Servicing Agency	Explanation	FY2022 Actuals	FY2023 Management Plan	FY2024 Governor
		4000 Commodities Detail Totals	40.6	54.7	54.7
4000	Business	Office Supplies.	40.6	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		FY2022 Actuals	FY2023 Management Plan	FY2024 Governor
5000	Capital Outlay		2.3	10.0	10.0
Object Class	Servicing Agency	Explanation	FY2022 Actuals	FY2023 Management Plan	FY2024 Governor
5000 Capital Outlay Detail Totals			2.3	10.0	10.0
5002	Structures and Infrastructure	Small construction projects.	2.3	10.0	10.0

Revenue Detail (1681)
Department of Natural Resources

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

Revenue Type (OMB Fund Code) Revenue Source	Component	Comment	FY2022 Actuals	FY2023 Management Plan	FY2024 Governor
5005 GF/Prgm (1005 GF/Prgm)			5,727.0	3,826.1	3,894.0
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.	5,627.4	3,826.1	3,894.0
5112 Program Receipts Natural Resources - Charges for Services		Fees collected for permanent public record.	99.6	0.0	0.0

Inter-Agency Services (1682)
Department of Natural Resources

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

				FY2022 Actuals	FY2023 Management Plan	FY2024 Governor
Component Totals				296.2	574.6	574.0
With Office of the Governor				0.0	4.0	4.0
With Department of Administration				89.9	356.8	356.2
With Department of Transportation/Public Facilities				158.0	165.0	165.0
With Department of Law				0.8	0.8	0.8
With Department of Natural Resources				47.5	48.0	48.0
Object Class	Servicing Agency	Explanation		FY2022 Actuals	FY2023 Management Plan	FY2024 Governor
3016	Inter-Agency Economic Development	Gov - Department-wide	Reimbursable services agreement with the Governor's Office for OMB Budget Analyst Support.	0.0	4.0	4.0
3017	Inter-Agency Information Technology Non-Telecommunications	Admin - Department-wide	Reimbursable services agreement with DOA for Adobe and Microsoft Licenses billings.	66.6	331.6	331.6
3018	Inter-Agency Information Technology Telecommunications	Admin - Department-wide	Reimbursable services agreement with DOA for telecommunication - phones.	10.0	10.0	10.0
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	5.0	5.0
3023	Inter-Agency Building Leases	Trans - Department-wide	Reimbursable services agreement with DOT for building leases.	158.0	165.0	165.0
3024	Inter-Agency Legal	Law - Department-wide	Reimbursable services agreement with Law for regulations review.	0.8	0.8	0.8
3026	Inter-Agency Insurance	Admin - Department-wide	Reimbursable services agreement with DOA for risk management, and property insurance.	0.7	0.7	0.7
3027	Inter-Agency Financial	Admin - Department-wide	Reimbursable services agreement	7.4	8.0	7.4

Inter-Agency Services (1682)
Department of Natural Resources

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

Object Class	Servicing Agency	Explanation	FY2022 Actuals	FY2023 Management Plan	FY2024 Governor
3028	Inter-Agency Americans with Disabilities Act Compliance	Admin - Department-wide			
		with DOA for IRIS HRM ALDER chargeback.			
		Reimbursable services agreement with DOA for the Americans with Disabilities Act (ADA) chargeback.	0.3	0.5	0.5
3038	Inter-Agency Management/Consulting	NatRes - Public Information Center (2441)			
		Reimbursable services agreement with Public Information Center for office support.	47.5	48.0	48.0

Personal Services Expenditure Detail
Department of Natural Resources

Scenario: FY2024 Governor (19867)
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 / R	12.0		104,957	1,468	0	63,487	169,912	0
10-0299	State Recorder	FT	A	SS	Anchorage	200	22J	12.0		113,610	1,589	0	66,935	182,134	0
10-0300	Recorder 2	FT	A	GP	Anchorage	200	13C / D	12.0		47,630	1,665	0	37,974	87,269	0
10-0301	Recorder Supervisor	FT	A	SS	Anchorage	200	16C / D	12.0		62,617	876	0	46,619	110,112	0
10-0303	Recorder 1	FT	A	GP	Anchorage	200	12A / B	12.0		42,530	1,487	0	35,943	79,960	0
10-0304	Recorder Manager	FT	A	SS	Anchorage	200	18C / D	12.0		71,569	1,001	0	50,186	122,756	0
10-0305	Recorder Supervisor	FT	A	SS	Anchorage	200	16J	12.0		70,990	993	0	49,955	121,938	0
10-0306	Recorder Supervisor	FT	A	SS	Anchorage	200	16A / B	12.0		59,023	825	0	45,187	105,035	0
10-0307	Recorder 1	FT	A	GP	Anchorage	200	12B / C	12.0		42,707	1,493	0	36,013	80,213	0
10-0308	Recorder 1	FT	A	GP	Anchorage	200	12E / F	12.0		48,017	1,679	0	38,129	87,825	0
10-0310	Recorder 2	FT	A	GP	Anchorage	200	13A / B	12.0		44,514	1,556	0	36,733	82,803	0
10-0311	Recorder 1	FT	A	GP	Anchorage	200	12F / G	12.0		50,012	1,748	0	38,923	90,683	0
10-0312	Recorder 1	FT	A	GP	Anchorage	200	12A / B	12.0		42,477	1,485	0	35,921	79,883	0
10-0314	Recorder 1	FT	A	GP	Anchorage	200	12C / D	12.0		44,200	1,545	0	36,608	82,353	0
10-0315	Recorder 1	FT	A	GP	Anchorage	200	12B / C	12.0		43,135	1,508	0	36,184	80,827	0
10-0316	Recorder 1	FT	A	GP	Anchorage	200	12B / C	12.0		42,589	1,489	0	35,966	80,044	0
10-0317	Recorder 2	FT	A	GP	Fairbanks	203	13K	12.0		59,670	2,086	0	42,771	104,527	0
10-0318	Recorder 1	FT	A	GP	Fairbanks	203	12A / C	12.0		42,909	1,500	0	36,094	80,503	0
10-0319	Recorder 1	FT	A	GP	Fairbanks	203	12B / C	12.0		43,871	1,534	0	36,477	81,882	0
10-0325	Recorder 2	FT	A	GP	Anchorage	200	13C / D	12.0		47,777	1,670	0	38,033	87,480	0
10-0331	Recorder 1	PT	A	GP	Kenai	200	12D / E	12.0		33,579	1,174	0	22,877	57,630	0
10-0332	Administrative Officer 1	FT	A	GP	Anchorage	200	17O / P	12.0		86,897	3,038	0	53,618	143,553	0
10-0334	Recorder 1	FT	A	GP	Anchorage	200	12J	12.0		52,260	1,827	0	39,819	93,906	0
10-0362	Recorder 1	FT	A	GP	Anchorage	200	12B / C	12.0		43,218	1,511	0	36,217	80,946	0
10-0365	Recorder 1	FT	A	GP	Anchorage	200	12J	12.0		52,260	1,827	0	39,819	93,906	0
10-0367	Recorder 1	FT	A	GP	Anchorage	200	12B / C	12.0		43,028	1,504	0	36,141	80,673	0
10-0373	Recorder 2	FT	A	GP	Anchorage	200	13C / D	12.0		48,030	1,679	0	38,134	87,843	0
10-0374	Recorder 2	FT	A	GP	Kenai	200	13G	12.0		53,859	1,883	0	40,456	96,198	0
10-0397	Recorder 1	FT	A	GP	Anchorage	200	12N / O	12.0		60,604	2,119	0	43,143	105,866	0
10-0418	Analyst/Programmer 4	FT	A	GP	Anchorage	200	20G	12.0		86,775	3,034	0	53,570	143,379	0
10-0420	Analyst/Programmer 5	FT	A	GP	Anchorage	200	22J / K	12.0		105,790	3,698	0	61,145	170,633	0
10-0426	Office Assistant 1	FT	A	GP	Anchorage	200	8F / G	12.0		37,905	1,325	0	34,100	73,330	0
10-0427	Recorder 1	FT	A	GP	Anchorage	200	12B / C	12.0		42,968	1,502	0	36,117	80,587	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: FY2024 Governor (19867)
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:	1,871,977
														Total COLA:	55,318
	Full Time Positions:	32	0	0										Total Premium Pay:	0
	Part Time Positions:	1	0	0										Total Benefits:	1,379,294
	Non Permanent Positions:	0	0	0											
	Positions in Component:	33	0	0											
	Total Component Months:	396.0													
														Total Pre-Vacancy:	3,306,589
														Minus Vacancy Adjustment of 5.97%:	(197,491)
														Total Post-Vacancy:	3,109,098
														Plus Lump Sum Premium Pay:	0
														Personal Services Line 100:	3,109,098

PCN Funding Sources:	Pre-Vacancy	Post-Vacancy	Percent
1005 General Fund/Program Receipts	3,306,589	3,109,098	100.00%
Total PCN Funding:	3,306,589	3,109,098	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.

