

State of Alaska FY2025 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>.)

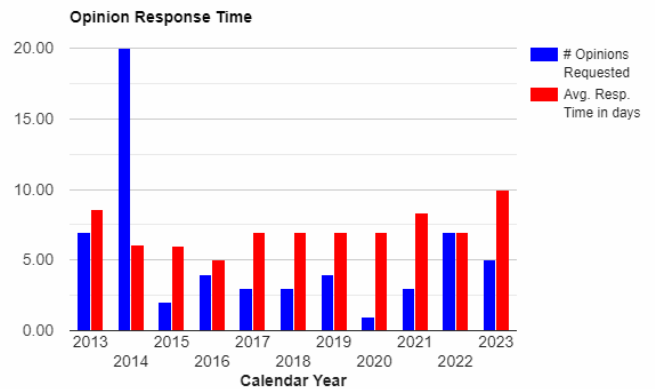
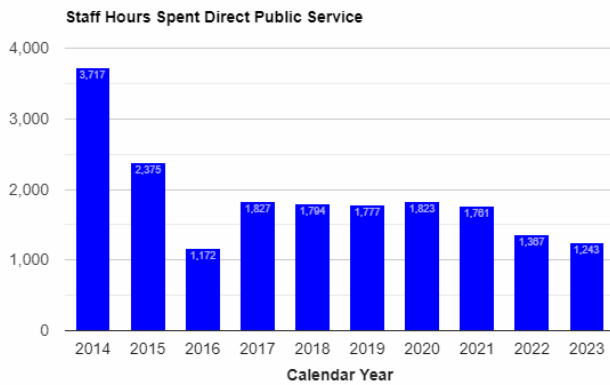
Core Services

- Interpret the disclosure laws and assist persons in complying, 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.

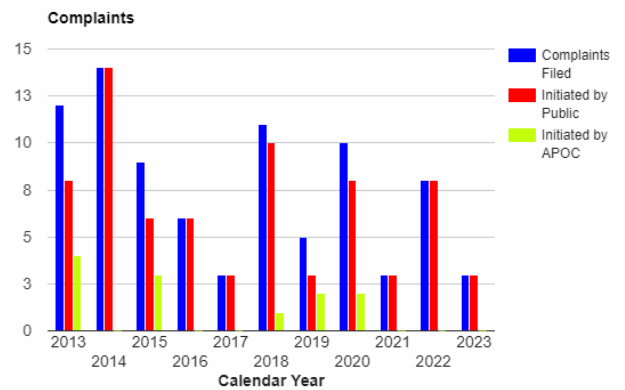
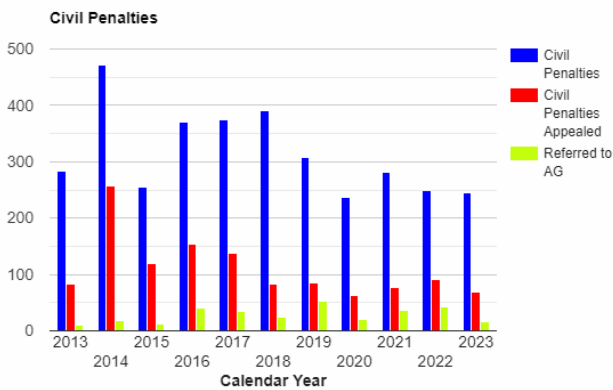
Measures by Core Service

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

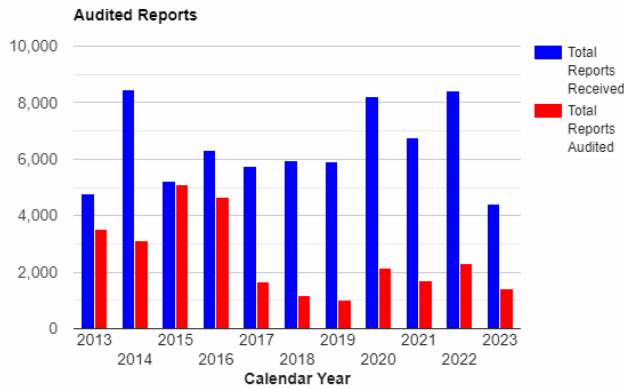
1. Interpret the disclosure laws and assist persons in complying, provide reporting forms and manuals of instruction for candidates, groups, lobbyists, and public officials.



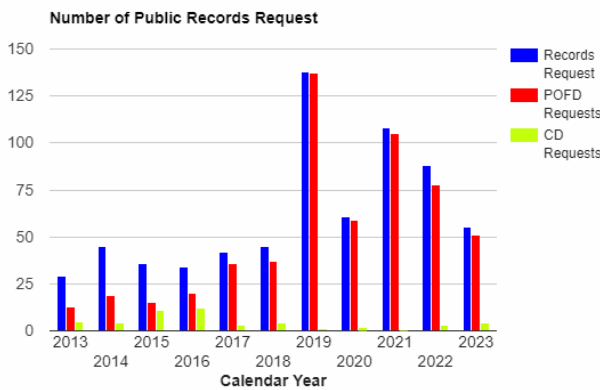
2. Enforce the disclosure laws by tracking required reports, assessing civil penalties, and complaint investigation.



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 2023

- 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 FY2025

- 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		
	FY2024 Management Plan	FY2025 Governor			
Full-time	9	9	Annual Salaries		613,706
Part-time	0	0	Premium Pay		0
Nonpermanent	0	0	Annual Benefits		446,321
			<i>Less 3.00% Vacancy Factor</i>		<i>(31,801)</i>
			Lump Sum Premium Pay		0
			Board Honoraria		2,690
Totals	9	9	Total Personal Services		1,030,916

Position Classification Summary					
Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Analyst/Programmer 4	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	1	0	0	0	1
Paralegal 2	0	0	1	0	1
Paralegal 3	1	0	0	0	1
Paralegal Asst II	1	0	0	0	1
Paralegal Specialist 1	1	0	0	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

	FY2023 Actuals	FY2024 Enrolled	FY2024 Authorized	FY2024 Management Plan	FY2025 Governor Adjusted Base	FY2025 Governor	FY2024 Management Plan vs FY2025 Governor		
1000 Personal Services	777.4	1,005.3	1,005.3	996.5	1,030.9	1,030.9	34.4	3.5%	
2000 Travel	3.5	9.0	9.0	9.0	9.0	9.0	0.0	0.0%	
3000 Services	170.4	105.7	105.7	114.5	102.0	102.0	-12.5	-10.9%	
4000 Commodities	8.8	8.0	8.0	8.0	8.0	8.0	0.0	0.0%	
5000 Capital Outlay	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0%	
7000 Grants, Benefits	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0%	
8000 Miscellaneous	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0%	
Totals	960.1	1,128.0	1,128.0	1,128.0	1,149.9	1,149.9	21.9	1.9%	
Fund Sources:									
1004 Gen Fund (UGF)	813.1	970.6	970.6	970.6	989.3	989.3	18.7	1.9%	
1005 GF/Prgm (DGF)	147.0	157.4	157.4	157.4	160.6	160.6	3.2	2.0%	
Unrestricted General (UGF)	813.1	970.6	970.6	970.6	989.3	989.3	18.7	1.9%	
Designated General (DGF)	147.0	157.4	157.4	157.4	160.6	160.6	3.2	2.0%	
Other Funds	0.0	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	0.0%	
Positions:									
Permanent Full Time	9	9	9	9	9	9	0	0.0%	
Permanent Part Time	0	0	0	0	0	0	0	0.0%	
Non Permanent	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	
***** Changes From FY2024 Enrolled To FY2024 Authorized *****												
FY2024 Enrolled	Enrolled	1,128.0	1,005.3	9.0	105.7	8.0	0.0	0.0	0.0	9	0	0
1004 Gen Fund		970.6										
1005 GF/Prgm		157.4										
Subtotal		1,128.0	1,005.3	9.0	105.7	8.0	0.0	0.0	0.0	9	0	0
***** Changes From FY2024 Authorized To FY2024 Management Plan *****												
Align Authority with Anticipated Expenditures	LIT	0.0	-8.8	0.0	8.8	0.0	0.0	0.0	0.0	0	0	0
Transfer authority from personal services to cover anticipated services costs. The remaining personal services authority is sufficient to cover anticipated expenditures.												
Subtotal		1,128.0	996.5	9.0	114.5	8.0	0.0	0.0	0.0	9	0	0
***** Changes From FY2024 Management Plan To FY2025 Governor Adjusted Base *****												
FY2025 Salary, Health Insurance, and PERS Rate Adjustments	SalAdj	21.9	21.9	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1004 Gen Fund		18.7										
1005 GF/Prgm		3.2										
FY2025 Salary, Health Insurance, and PERS Rate Adjustments: \$21.9												
FY2025 AlaskaCare insurance from \$1,793 to \$1,908 per member per month: \$12.0												
FY2025 PERS Rate Adjustment from 25.10% to 26.76%: \$9.9												
Align Authority with Anticipated Expenditures	LIT	0.0	12.5	0.0	-12.5	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.												
Subtotal		1,149.9	1,030.9	9.0	102.0	8.0	0.0	0.0	0.0	9	0	0
***** Changes From FY2025 Governor Adjusted Base To FY2025 Governor *****												
Totals		1,149.9	1,030.9	9.0	102.0	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		FY2023 Actuals	FY2024 Management Plan	FY2025 Governor
2000	Travel		3.5	9.0	9.0
Object Class	Servicing Agency	Explanation	FY2023 Actuals	FY2024 Management Plan	FY2025 Governor
2000 Travel Detail Totals			3.5	9.0	9.0
2000	In-State Employee Travel	Transportation costs for travel relating to administration, training, conventions and meetings, boards and commissions.	3.5	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		FY2023 Actuals	FY2024 Management Plan	FY2025 Governor
3000	Services		170.4	114.5	102.0
Object Class	Servicing Agency	Explanation	FY2023 Actuals	FY2024 Management Plan	FY2025 Governor
3000 Services Detail Totals			170.4	114.5	102.0
3000	Education Services	Training, educational conferences, agency memberships, and employee tuition.	0.4	0.4	0.4
3001	Financial Services	Management and consulting services.	0.6	0.4	0.4
3002	Legal and Judicial Services	Legal and judicial services, including costs to conduct hearings and mediation.	0.0	2.5	2.5
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.	11.6	5.0	5.0
3006	Delivery Services	Freight, courier services, and postage.	6.3	3.0	3.0
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.	8.2	3.0	3.0
3011	Other Services	CTM and building security and maintenance costs	0.6	0.5	0.5
3017	Inter-Agency Information Technology Non-Telecommunications	Admin - Alaska Division of IT (3141) OIT Core Services.	41.4	31.3	18.8

Line Item Detail (1676)
Department of Administration
Services

Component: Alaska Public Offices Commission (70)

Object Class		Servicing Agency	Explanation	FY2023 Actuals	FY2024 Management Plan	FY2025 Governor
3000 Services Detail Totals				170.4	114.5	102.0
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.	3.0	2.0	2.0
3022	Inter-Agency Human Resources	Admin - Personnel (56)	Centralized Human Resource chargeback.	7.2	3.5	3.5
3023	Inter-Agency Building Leases	Trans - Department-wide	Rent for state-owned facilities and lease payments.	60.6	50.0	50.0
3026	Inter-Agency Insurance	Admin - Risk Management (71)	Division of Risk Management - Risk management insurance charges.	0.7	0.6	0.6
3027	Inter-Agency Financial	Admin - Accounting (3134)	SSoA Travel chargeback	1.0	2.0	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.	0.2	0.1	0.1
3038	Inter-Agency Management/Consulting	Admin - Administrative Services (46)	Administrative chargeback	5.2	4.1	4.1
3038	Inter-Agency Management/Consulting	Admin - OFC of Procure. Property. Mngmt. (3291)	SSoA Procurement chargeback	16.3	0.5	0.5
3038	Inter-Agency Management/Consulting	Admin - Office of the Commissioner (45)	Commissioner Office chargeback	5.5	4.0	4.0

Line Item Detail (1676)
Department of Administration
Commodities

Component: Alaska Public Offices Commission (70)

Line Number	Line Name		FY2023 Actuals	FY2024 Management Plan	FY2025 Governor
4000	Commodities		8.8	8.0	8.0
Object Class	Servicing Agency	Explanation	FY2023 Actuals	FY2024 Management Plan	FY2025 Governor
4000 Commodities Detail Totals			8.8	8.0	8.0
4000	Business	General business supplies such as office consumables, furniture, and computer equipment.	8.7	8.0	8.0
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	FY2023 Actuals	FY2024 Management Plan	FY2025 Governor
5005 GF/Prgm (1005 GF/Prgm)			147.0	157.4	160.6
5101 Program Receipts Public Protection - Licenses and Permits		License and permit fee collection.	147.0	157.4	160.6
6004 Gen Fund (1004 Gen Fund)			27.5	0.0	0.0
6003 General Fund Pblc Prtctn - Miscellaneous Fines/Forfeitures		Miscellaneous Fines/Forfeitures.	27.1	0.0	0.0
6027 General Fund Grants/Contracts - Contributions		Other income.	0.4	0.0	0.0

Inter-Agency Services (1682)
Department of Administration

Component: Alaska Public Offices Commission (70)

	FY2023 Actuals	FY2024 Management Plan	FY2025 Governor
Component Totals	142.1	99.1	86.6
With Department of Administration	81.5	49.1	36.6
With Department of Transportation and Public Facilities	60.6	50.0	50.0

Object Class	Servicing Agency	Explanation	FY2023 Actuals	FY2024 Management Plan	FY2025 Governor
3017 Inter-Agency Information Technology Non-Telecommunications	Admin - Alaska Division of IT (3141)	OIT Core Services.	41.4	31.3	18.8
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.	3.0	2.0	2.0
3022 Inter-Agency Human Resources	Admin - Personnel (56)	Centralized Human Resource chargeback.	7.2	3.5	3.5
3023 Inter-Agency Building Leases	Trans - Department-wide	Rent for state-owned facilities and lease payments.	60.6	50.0	50.0
3026 Inter-Agency Insurance	Admin - Risk Management (71)	Division of Risk Management - Risk management insurance charges.	0.7	0.6	0.6
3027 Inter-Agency Financial	Admin - Accounting (3134)	SSoA Travel chargeback	1.0	2.0	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.	0.2	0.1	0.1
3038 Inter-Agency Management/Consulting	Admin - Administrative Services (46)	Administrative chargeback	5.2	4.1	4.1
3038 Inter-Agency Management/Consulting	Admin - OFC of Procure. Property. Mngmt. (3291)	SSoA Procurement chargeback	16.3	0.5	0.5
3038 Inter-Agency Management/Consulting	Admin - Office of the Commissioner (45)	Commissioner Office chargeback	5.5	4.0	4.0

Personal Services Expenditure Detail
Department of Administration

Scenario: FY2025 Governor (20959)
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	Paralegal Specialist 1	FT	A	XE	Anchorage	N00	19F / J	12.0		82,366	0	0	55,138	137,504	133,379
02-0030	Paralegal 1	FT	A	XE	Anchorage	N00	14A / B	12.0		49,452	0	0	42,259	91,711	87,126
02-0031	Paralegal 3	FT	A	XE	Anchorage	N00	17B / C	12.0		61,194	0	0	46,854	108,048	108,048
02-1301	Exec Dir APOC	FT	A	XE	Anchorage	N00	24J	12.0		115,401	0	0	68,065	183,466	165,119
02-1303	Law Office Assistant 3	FT	A	XE	Anchorage	N00	14B / C	12.0		51,035	0	0	42,879	93,914	89,218
02-1310	Paralegal Asst II	FT	A	XE	Anchorage	N00	14C	12.0		51,149	0	0	42,923	94,072	91,250
02-1311	Analyst/Programmer 4	FT	A	XE	Anchorage	N00	20F	12.0		85,469	0	0	56,353	141,822	137,567
02-1319	Law Office Assistant 2	FT	A	XE	Anchorage	N00	13B / C	12.0		47,498	0	0	41,495	88,993	84,543
02-1369	Paralegal 2	FT	A	XE	Juneau	N05	16F / J	12.0		70,142	0	0	50,355	120,497	120,497

		Total Positions	New	Deleted	Total Salary Costs:	613,706
					Total COLA:	0
					Total Premium Pay:	0
					Total Benefits:	446,321
					Total Pre-Vacancy:	1,060,027
					Minus Vacancy Adjustment of 3.00%:	(31,801)
					Total Post-Vacancy:	1,028,226
					Plus Lump Sum Premium Pay:	0
					Plus Board Honoraria Pay:	2,690
					Personal Services Line 100:	1,030,916

PCN Funding Sources:	Pre-Vacancy	Post-Vacancy	Percent
1004 Unrestricted General Fund Receipts	1,016,748	986,245	95.92%
1005 General Fund/Program Receipts	43,279	41,981	4.08%
Total PCN Funding:	1,060,027	1,028,226	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

