

ARKANSAS PERFORMANCE BUDGETING & ACCOUNTABILITY SYSTEM
AGENCY PROGRAM COMMENTARY
2003 - 2005

Rank Number One, Change Level C10 for \$3,509 in year 2004 and \$4,069 in year 2005 is for a reclassification in the agency grade 14 executive secretary position to a grade 16 Business Controller II position. This position provides all the administrative support for the agency, including accounts payable, payroll, employee benefits and secretarial functions. This position requires significant skills and knowledge of the criminal justice system that far exceeds that of a secretarial position.

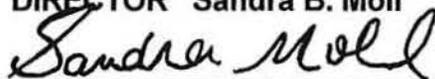
Rank Number Two change level C01 is \$35,667 in year 2004 and \$36,630 in year 2005 for a grade 24 attorney position. The Sentencing Commission provides information concerning criminal justice issues to all judges, prosecutors, defense counsel and court personnel throughout the state. The Commission conducts CLE training, provides daily legal research, drafts legislation, revises sentencing guidelines and develops manuals. Presently, the Commission's only attorney is its executive director. The executive director's job duties require significant time out of the office for meetings and training. During legislative sessions, the executive director spends the majority of her time at the State Capitol. The new attorney would assist the director in answering the daily legal questions that arise during her absence, as well as assist in training and development of manuals. Change level C02 request is for \$2,576 in year 2004 for office furnishings and parking for the attorney position.

Rank Number Three, change level C04 is for \$2,502 in each year of the biennium to cover the increase in rental fees charged by State Building Services for office space.

Rank Number Four, change level C03 is for \$5,000 for professional services fees and expenses to provide technical assistance in providing impact assessments on proposed legislation and population projections for the State's correctional resources, including community corrections and prisons.

Rank Number Five change level C05 for \$8,210 in year 2004 and \$6,610 in year 2005 is for miscellaneous operating expenses to cover increased costs of postage, replenish office supplies and costs for conducting data collection throughout the state. In previous years, the Commission has reallocated funds designated for office supplies to other areas.

Change level C08 is for \$8,750 in year 2004 and \$4,030 in year 2005. The increase in year 2004 is for the purchase of data processing equipment and software for the additional position requested in Rank Number Two. This change level also includes the cost of maintaining software licenses and maintenance on current equipment and network system.

AGENCY Arkansas Sentencing Commission	DIRECTOR Sandra B. Moll 	AGENCY PROGRAM COMMENTARY	Page 448
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DIVISION OF LEGISLATIVE AUDIT
AUDIT OF:
ARKANSAS SENTENCING COMMISSION
FOR THE YEAR ENDED JUNE 30, 2001

None Findings

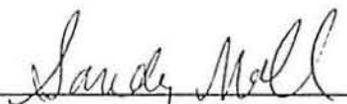
None Recommendations

SA0932801

ARKANSAS PERFORMANCE BUDGETING & ACCOUNTABILITY SYSTEM
 EMPLOYMENT SUMMARY
 Required by: A.C.A. 19-4-307

AGENCY TITLE: 0328 AR SENTENCING COMM

	MALE	FEMALE	TOTAL	PERCENTAGE OF TOTAL
WHITE EMPLOYEES	0	3	3	75%
BLACK EMPLOYEES	0	1	1	25%
EMPLOYEES OF OTHER RACIAL MINORITIES	0	0	0	0%
TOTAL EMPLOYED AS OF			1	25%
DATE			1	25%
			TOTAL MINORITIES	
			4	100%
			TOTAL EMPLOYEES	



 AGENCY DIRECTOR

STATE AGENCY PUBLICATIONS

Fiscal Year 2002-2003

Required by: A.C.A. 25-1-204

AGENCY: Arkansas Sentencing Commission

NAME OF PUBLICATION	STATUTORY AUTHORIZATION	PUBLICATION REQUIRED FOR GOVERNOR AND/OR GENERAL ASSEMBLY ONLY	NUMBER OF COPIES PUBLISHED	REASON(S) FOR CONTINUED PUBLICATION AND DISTRIBUTION
Sentencing Standards Grid, Offenses Seriousness Rankings and Related Material Commission Biennial Report	Act 550 and 532 of 1993 ACA 16-98-802		850 100	Policy manual for sentencing standards used by criminal justice practitioners in criminal proceedings Legislative mandate for information on commission activities and findings

ARKANSAS PERFORMANCE BUDGETING & ACCOUNTABILITY SYSTEM
ANALYSIS OF BUDGET REQUEST
2003 - 2005

The Arkansas Sentencing Commission was established by Act 532 & 550 of 1993 for the purpose of instituting sentencing standards to ensure that sanctions imposed following conviction are proportional to the seriousness of the offense of conviction and the extent of the offender's criminal history. The Commission has developed the sentencing grid, the seriousness reference table and established transfer eligibility for all offenses. The Commission provides impact assessments of proposed legislation for the Governor and General Assembly through a professional service contract with the Institute on Crime, Justice and Correction. This contract also has provided training to the staff of the Sentencing Commission and the Department of Correction in the use of a software program that is utilized in data analysis of criminal justice laws, policies and procedures. The Commission consists of nine (9) Commissioners that are appointed by the Governor for a five-year term.

This is the primary operating appropriation of the Commission. It is funded entirely by General Revenue.

The Base Level request includes a 2.7% salary increase each year over the FY03 salary levels for all incumbents plus associated increases in Personal Services Matching. Included in Personal Services Matching is a \$33 per month increase in the monthly contribution for State employee's health insurance for a total state contribution of \$280 per month per budgeted employee.

The Base Level Request is \$290,801 in FY04 and \$296,435 in FY05.

The Change Level Requests submitted are \$ 77,400 in FY04 and \$ 68,494 in FY05 and are summarized as follows:

1. Reclassification of one (1) position from grade 14 to a grade 16 with an increase in salary and match of \$ 3,017 in FY04 and \$ 3,098 in FY05.
2. A new grade 24 Attorney Position with \$ 45,344 in FY04 and \$ 46,477 in FY05 for Salary and Personal Service Match, \$ 6,826 in FY04 and \$ 1,356 in FY05 for Operating Expenses related to the new position. This includes office furniture, computer, software, network expense, telephone and parking.

AGENCY	APPROPRIATION	TREASURY FUND	ANALYSIS OF	PAGE
Name: Arkansas Sentencing Commission	Name: Sentencing Commission State Operations	Name: State General Services	BUDGET REQUEST	
Code: 328	Code: 806	Code: HUA		452

ARKANSAS PERFORMANCE BUDGETING & ACCOUNTABILITY SYSTEM
ANALYSIS OF BUDGET REQUEST
2003 - 2005

3. Operating Expense of \$16,212 in FY04 and \$ 11,562 in FY05 for increases in postage, office and equipment rent, software license maintenance and Commissioners' travel expenses to attend meetings.
4. Conference Fees & Travel of \$ 1,000 each year respectively to attend training seminars.
5. Professional Fees and Services \$ 5,000 each year respectively for cost associated with The Institute of Crime, Justice and Correction contract.

The Executive Recommendation provides for Base Level and total Change Level requests of \$11,341 in FY04 and \$19,294 in FY05 in funding and appropriation. This Change Level total includes recommendation for a reclassification of one (1) position an Executive Secretary/Administrative Secretary Grade 14 to a Business Controller I Grade 15 with \$1,341 in FY04 and \$1,376 in FY05 for Salary and Personal Services Matching cost. Also recommended is Operating Expenses of \$10,000 in FY04 and \$12,918 in FY05 and \$5,000 for Professional Fees and Services in FY05 only. The Professional Fees and Services will allow the Agency to expand the contract with The Institute of Crime, Justice and Correction to include parole and probation population data.

AGENCY Name: Arkansas Sentencing Commission Code: 328	APPROPRIATION Name: Sentencing Commission State Operations Code: 806	TREASURY FUND Name: State General Services Code: HUA	ANALYSIS OF BUDGET REQUEST	PAGE 453
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ARKANSAS PERFORMANCE BUDGETING & ACCOUNTABILITY SYSTEM
Biennial Appropriation Summary

Agency Name ARKANSAS SENTENCING COMMISSION
 Agency Code 328
 Appropriation Name State Operations
 Appropriation Code 808
 Fund Name State General Services
 Fund Code HJA

Character Name	Expenditures						Agency Request										Recommendations				
	2001-02		2002-03		2002-03		2003-04				2004-05						Executive				
	Actual	Budget	Pos.	Authorized	Pos.	Base Level	Pos.	Change Level	Pos.	Total	Pos.	Base Level	Pos.	Change Level	Pos.	Total	Pos.	2003-04	Pos.	2004-05	Pos.
Regular Salaries	175,009	172,588	5	173,011	5	177,246	5	38,231	1	215,477	6	182,032	5	39,263	1	221,295	6	178,385	5	183,201	5
Personal Service Match	45,158	45,335	0	45,462	0	48,190	0	10,131	0	58,321	0	49,038	0	10,313	0	59,351	0	48,392	0	49,245	0
Operating Expenses	49,148	48,865	0	60,540	0	48,865	0	23,038	0	71,903	0	48,865	0	12,918	0	61,783	0	58,885	0	61,783	0
Travel-Conferences	7,444	6,500	0	11,000	0	6,500	0	1,000	0	7,500	0	6,500	0	1,000	0	7,500	0	6,500	0	6,500	0
Capital Outlay	0	0	0	5,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Professional Fees & Service	3,300	10,000	0	15,350	0	10,000	0	5,000	0	15,000	0	10,000	0	5,000	0	15,000	0	10,000	0	15,000	0
Grand Total	280,057	283,288	5	310,363	5	290,801	5	77,400	1	388,201	6	296,435	5	68,494	1	384,929	6	302,142	5	315,729	5

Funding Sources Name	2001-02	2002-03	2002-03	2003-04	2003-04	2004-05	2004-05	2004-05	2004-05	2004-05	2004-05	2004-05	2004-05	2004-05	2004-05	2004-05	2004-05	2004-05	2004-05	2004-05	2004-05
	Actual	Budget	Pos.	Authorized	Pos.	Base Level	Pos.	Change Level	Pos.	Total	Pos.	Base Level	Pos.	Change Level	Pos.	Total	Pos.	2003-04	Pos.	2004-05	Pos.
General Revenue	280,057	283,288	*****	*****	*****	290,801	*****	77,400	*****	388,201	*****	296,435	*****	68,494	*****	384,929	*****	302,142	*****	315,729	*****
Total Funding	280,057	283,288	*****	*****	*****	290,801	*****	77,400	*****	388,201	*****	296,435	*****	68,494	*****	384,929	*****	302,142	*****	315,729	*****
Excess Appro(Funding)	0	0	*****	*****	*****	0	*****	0	*****	0	*****	0	*****	0	*****	0	*****	0	*****	0	*****
Grand Total	280,057	283,288	*****	*****	*****	290,801	*****	77,400	*****	388,201	*****	296,435	*****	68,494	*****	384,929	*****	302,142	*****	315,729	*****

ARKANSAS PERFORMANCE BUDGETING & ACCOUNTABILITY SYSTEM
Biennial Appropriation Summary

Agency Name ARKANSAS SENTENCING COMMISSION
 Agency Code 328
 Appropriation Name State Operations
 Appropriation Code 806
 Fund Name State General Services
 Fund Code HUA

Character		Expenditures				
		2001-02	2002-03		2002-03	
Name	Code	Actual	Budget	Pos.	Authorized	Pos.
Regular Salaries	5010000	175,009	172,586	5	173,011	5
Personal Service Match	5010003	45,158	45,335	0	45,462	0
Operating Expenses	5020002	49,146	48,865	0	60,540	0
Travel-Conferences	5050009	7,444	6,500	0	11,000	0
Capital Outlay	5120011	0	0	0	5,000	0
Professional Fees & Service	5060010	3,300	10,000	0	15,350	0
Grand Total		280,057	283,286	5	310,363	5

Funding Sources						
Name	Code					
General Revenue	4000010	280,057	283,286	*****	*****	*****
Total Funding		280,057	283,286	*****	*****	*****
Excess Appr/(Funding)		0	0	*****	*****	*****
Grand Total		280,057	283,286	*****	*****	*****

ARKANSAS PERFORMANCE BUDGETING & ACCOUNTABILITY SYSTEM
Biennial Appropriation Summary

Agency Name ARKANSAS SENTENCING COMMISSION
 Agency Code 328
 Appropriation Name State Operations
 Appropriation Code 806
 Fund Name State General Services
 Fund Code HUA

Character		Agency Request											
		2003-04						2004-05					
		Base Level	Pos.	Change Level	Pos.	Total	Pos.	Base Level	Pos.	Change Level	Pos.	Total	Pos.
Regular Salaries	5010000	177,246	5	38,231	1	215,477	6	182,032	5	39,263	1	221,295	6
Personal Service Match	5010003	48,190	0	10,131	0	58,321	0	49,038	0	10,313	0	59,351	0
Operating Expenses	5020002	48,865	0	23,038	0	71,903	0	48,865	0	12,918	0	61,783	0
Travel-Conferences	5050009	6,500	0	1,000	0	7,500	0	6,500	0	1,000	0	7,500	0
Capital Outlay	5120011	0	0	0	0	0	0	0	0	0	0	0	0
Professional Fees & Service	5060010	10,000	0	5,000	0	15,000	0	10,000	0	5,000	0	15,000	0
Grand Total		290,801	5	77,400	1	368,201	6	296,435	5	68,494	1	364,929	6

Funding Sources													
Name	Code												
General Revenue	4000010	290,801	*****	77,400	*****	368,201	*****	296,435	*****	68,494	*****	364,929	*****
Total Funding		290,801	*****	77,400	*****	368,201	*****	296,435	*****	68,494	*****	364,929	*****
Excess Appro/(Funding)		0	*****	0	*****	0	*****	0	*****	0	*****	0	*****
Grand Total		290,801	*****	77,400	*****	368,201	*****	296,435	*****	68,494	*****	364,929	*****

ARKANSAS PERFORMANCE BUDGETING & ACCOUNTABILITY SYSTEM
Biennial Appropriation Summary

Agency Name ARKANSAS SENTENCING COMMISSION
 Agency Code 328
 Appropriation Name State Operations
 Appropriation Code 806
 Fund Name State General Services
 Fund Code HUA

Character		Recommendations							
		Executive				Legislative			
Name	Code	2003-04	Pos.	2004-05	Pos.	2003-04	Pos.	2004-05	Pos.
Regular Salaries	5010000	178,385	5	183,201	5	0	0	0	0
Personal Service Match	5010003	48,392	0	49,245	0	0	0	0	0
Operating Expenses	5020002	58,865	0	61,783	0	0	0	0	0
Travel-Conferences	5050009	6,500	0	6,500	0	0	0	0	0
Capital Outlay	5120011	0	0	0	0	0	0	0	0
Professional Fees & Service	5060010	10,000	0	15,000	0	0	0	0	0
Grand Total		302,142	5	315,729	5	0	0	0	0

Funding Sources									
Name	Code								
General Revenue	4000010	302,142	*****	315,729	*****	0	*****	0	*****
Total Funding		302,142	*****	315,729	*****	0	*****	0	*****
Excess Appro/(Funding)		0	*****	0	*****	0	*****	0	*****
Grand Total		302,142	*****	315,729	*****	0	*****	0	*****

ARKANSAS PERFORMANCE BUDGETING & ACCOUNTABILITY SYSTEM
Biennial Rank by Appropriation

Agency Name ARKANSAS SENTENCING COMMISSION
Agency Code 328
Appropriation Name State Operations
Appropriation Code 606
Fund Name State General Services
Fund Code HUA

Rank	Justification	Designation	Cost Center	2001-02	2002-03		Agency Request			Executive Recommendation			Legislative Recommendation		
				Actual	Budget	Pos.	2003-04	2004-05	Pos.	2003-04	2004-05	Pos.	2003-04	2004-05	Pos.
		BL Base Level	Total	280,057	283,286	5	290,801	5	296,435	5	290,801	5	296,435	5	0 0 0 0
1	Reclass grade 14 to 16 position. This position handles the administrative support for this agency. This includes payroll, fringe benefits, and accounts payable duties. This position also assists in collection of criminal justice data for statistical analysis throughout the state. This position requires significant skills and knowledge of the criminal justice system which far exceeds that of a secretarial position.	C10 Reclass	280210 Operations HUA9800	0	0	0	3,017	0	3,098	0	1,341	0	1,376	0	0 0 0 0
		C10 Reclass	Total	0	0	0	3,017	0	3,098	0	1,341	0	1,376	0	0 0 0 0
2	The Sentencing Commission provides legal information and opinions concerning criminal justice issues to all judges, prosecutors, defense counsel and court personnel throughout the state on a daily basis. The Commission conducts monthly training for attorneys and court employees and provides updates on developing sentencing issues through newsletters and e-mails. Legal manuals are developed and legislation is drafted. Presently, the Commission's only attorney is its executive director. The director's job duties require significant time out of the office for meetings, training, and legislative work. The new attorney position is necessary to assist the staff in answering legal questions that arise during her absence, as well as assist in training and development of manuals.	C01	280210 Operations HUA9800	0	0	0	45,344	1	46,478	1	0	0	0	0	0 0 0 0
		C01	Total	0	0	0	45,344	1	46,478	1	0	0	0	0	0 0 0 0
2	This change level covers the costs of office furnishings and parking fees related to the requested grade 24 Attorney position.	C02	280210 Operations HUA9800	0	0	0	2,576	0	676	0	0	0	676	0	0 0 0 0
		C02	Total	0	0	0	2,576	0	676	0	0	0	676	0	0 0 0 0
2	This change level is for all information technology related items for the next biennium. \$4,450 in fiscal year 2004 pertains to new data processing equipment and software for the grade 24 attorney position requested in ranking one. The additional funds are for software licenses and maintenance on current equipment.	C08 Technology	280220 Info Tech HUA9800	0	0	0	10,750	0	4,130	0	1,000	0	4,130	0	0 0 0 0
		C08 Technology	Total	0	0	0	10,750	0	4,130	0	1,000	0	4,130	0	0 0 0 0
3	This change level covers the increase in rent charged by State Building Services for office space.	C04	280210 Operations HUA9800	0	0	0	2,502	0	2,502	0	2,502	0	2,502	0	0 0 0 0
		C04	Total	0	0	0	2,502	0	2,502	0	2,502	0	2,502	0	0 0 0 0
4	This change level covers a contract with The Institute of Crime, Justice & Correction at George Washington University. This increase will include a projection model for the parole and probation populations. These areas have not previously been included in population projections due to the unavailability of offender data. The implementation of the Department of Community Correction offender tracking system, eOMIS, has made this data available.	C03	280220 Info Tech HUA9800	0	0	0	5,000	0	5,000	0	0	0	5,000	0	0 0 0 0
		C03	Total	0	0	0	5,000	0	5,000	0	0	0	5,000	0	0 0 0 0
5	This change level covers the maintenance and operation costs for the agency. Agency staff will be conducting data collection in each of the circuit courts of the state. It also covers costs related to training which the Commission staff is conducting on a monthly basis for both attorneys and administrative staff in the use of the sentencing guidelines and the preparation of related documents. The attorney training is certified for Continuing Legal Education credits through the Supreme Court.	C05	280210 Operations HUA9800	0	0	0	8,210	0	6,610	0	6,498	0	5,610	0	0 0 0 0
		C05	Total	0	0	0	8,210	0	6,610	0	6,498	0	5,610	0	0 0 0 0
		Grand Total	Total	0	283,286	5	368,201	6	364,929	6	302,142	5	315,729	5	0 0 0 0