

**ARKANSAS BUDGET SYSTEM  
AGENCY PROGRAM COMMENTARY  
1997 - 1999**

The Arkansas Code Revision Commission is responsible for maintaining the Arkansas Code of 1987 Annotated. This includes monitoring contract compliance by the publisher, the Michie Company, including assisting and monitoring the publisher in the preparation of supplements to the Arkansas Code of 1987 Annotated, and conforming legislation after each regular and special session of the General Assembly for publication in the supplements to the Code.

Since 1989, the Commission has prepared acts of a general and permanent nature of each regular and special legislative session for codification and publication in the supplements to the Code. In 1995, the General Assembly gave the Commission the responsibility for creating a code of state regulations. All state agencies are required to file their regulations with the Commission. In 1995, the General Assembly authorized the addition of two attorneys, one proof editor, and one secretary to the Commission staff for the regulatory code work. The positions were not funded until late in the 1st fiscal year of this biennium. We expect to have this project underway by the time this budget is considered by the General Assembly.

The Commission pointed out at the 1994 budget hearings that the Code Revision Fund is being used up as a result of increasing expenses and flat revenues from the \$.25 court cost created in 1983 to support the work of the Commission. That trend has continued during the present biennium. Because of this trend, the Commission is requesting, as explained in 1994, that certain expenses of the Commission be funded from another source. Our 1st priority budget request proposes an appropriation from the State General Services Fund (HUA) to continue funding of some of the operating expenses of the Commission.

During the interim, several legislators have expressed an interest in the creation of an index of local, special, and temporary legislation. Other legislators have expressed a desire that local, special, and temporary legislation be placed in the Arkansas Code of 1987 Annotated. To do either one properly will require another attorney specialist to do the legal research and preparation for publication of the information. The Commission requests the addition of this position and the funding for it as its 2nd priority.

As part of that 2nd priority, the Commission also requests that the present administrative/executive secretary and one of the secretary II positions be upgraded to administrative assistant II and administrative assistant I positions, respectively, bringing the classification of the positions in line with the knowledges, skills, and abilities required and the actual duties and responsibilities of the two positions. Finally, as part of this 2nd priority, the Commission requests that the authorized salary of the executive director position be increased to \$60,956 in FY 1998, and \$62,652 in FY 1999. Except for past government-wide across-the-board increases, the position has not had an increase since its creation in 1983.

AGENCY	DIRECTOR	AGENCY PROGRAM COMMENTARY BR21	PAGE
Arkansas Code Revision Commission	Vincent C. Henderson, II		42

ARKANSAS CODE REVISION COMMISSION  
SUMMARY OF AUDIT FINDINGS AND RECOMMENDATIONS  
FOR THE YEAR ENDED JUNE 30, 1995

Assets				Liabilities			Total Equity
Cash and Investments	Fixed	Other	Total	Current	Long-Term	Total	
\$ 99,523	\$ 92,299	\$ 16,157	\$ 207,979	\$ 0	\$ 16,157	\$ 16,157	\$ 191,822

  

Revenues				Expenditures				Other Sources (Uses)		
Inter-governmental	Federal	Licenses and Fees	Other	Total	Salaries and Matching	Grants and Aid	Capital	Other Operating	Total	
\$ 137,327	\$ 0	\$ 112,285	\$ 0	\$ 249,612	\$ 223,024	\$ 0	\$ 7,284	\$ 40,862	\$ 271,170	\$ (2,93)

  

Findings	Recommendations
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None

None

ARKANSAS BUDGET SYSTEM  
 EMPLOYMENT SUMMARY  
 AS REQUIRED BY ACT 358 OF 1993  
 (A.C.A 19-4-307)

AGENCY TITLE      332 - AR CODE REVISION COM

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	MALE	FEMALE	TOTAL	PERCENTAGE OF TOTAL
WHITE EMPLOYEES	<u>2</u>	<u>7</u>	<u>9</u>	<u>100%</u>
BLACK EMPLOYEES	<u>0</u>	<u>0</u>	<u>0</u>	<u>0%</u>
EMPLOYEES OF OTHER RACIAL MINORITIES	<u>0</u>	<u>0</u>	<u>0</u>	<u>0%</u>
TOTAL EMPLOYED AS OF      08/10/96			0	0%
<u>DATE</u>			<u>TOTAL MINORITIES</u>	<u>          </u>
			9	100%
			<u>TOTAL EMPLOYEES</u>	<u>          </u>

  
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 AGENCY DIRECTOR

## SUMMARY

### STATUS OF NEW PROGRAMS/EXPANSIONS AUTHORIZED BY THE 80TH GENERAL ASSEMBLY

AGENCY: ARKANSAS CODE REVISION COMMISSION

PROGRAM AUTHORIZED	# POS. AUTH.	ADDITIONAL AUTHORIZED APPROPRIATION		STATUS
		FY 95-96	FY 96-97	
<u>APPROPRIATION: 223 - State Operations</u>				
A. Regular Salaries	4	\$87,360	\$87,360	Of the additional positions authorized, four (4) were utilized in FY96 and three (3) are budgeted for FY97. Of the increases authorized for Regular Salaries and Personal Services Matching, \$18,567 was expended in FY96 and all is budgeted for FY97. For Operating Expenses, \$9,004 of the increase was expended in FY96 and \$5,000 of the increase is budgeted for FY97. In FY96, \$7,973 of the increase for Capital Outlay was expended. The appropriation for Printing is to support contracting costs for editing, printing, and publishing rules and regulations, as may be authorized by law. Due to funding shortfalls, none of the increase for Printing was expended in FY96 and none is budgeted for FY97.
B. Personal Services Matching		\$23,587	\$23,587	
C. Operating Expenses		\$10,000	\$10,000	
D. Capital Outlay		\$8,000		
E. Printing		\$500,000	(carry-forward)	
<u>APPROPRIATION: 677 - Arkansas Code Revision Commission</u>				
A. Operating Expenses		\$5,573	\$5,573	Of the increases authorized for Operating Expenses, \$323 was expended in FY96 and \$2,510 is budgeted in FY97. For Capital Outlay, \$2,874 of the increase was expended in FY96 and all of the increase is budgeted in FY97.
B. Capital Outlay		\$3,000	\$3,000	

## ARKANSAS BUDGET SYSTEM DEPARTMENT APPROPRIATION SUMMARY

AGENCY TITLE		1995-97				1997-99				1997-99			
Arkansas Code Revision Commission (332)		Expenditures				Biennium Request				Executive Recommendation			
Appropriations		Actual	No. of	Budgeted	No. of	Year 1	No. of	Year 2	No. of	Year 1	No. of	Year 2	No. of
Code	Name	1995-96	Pos.	1996-97	Pos.	1997-98	Pos.	1998-99	Pos.	1997-98	Pos.	1998-99	Pos.
223	State Operations	\$ 164,194	8	\$ 260,724	7	\$ 382,200	9	\$ 390,428	9	\$ 271,828	7	\$ 278,525	7
677	Arkansas Code Revision Commission	140,967	2	154,734	2	133,394	2	136,008	2	155,152	2	157,380	2
<b>TOTALS</b>		<b>\$305,161</b>	<b>10</b>	<b>\$415,458</b>	<b>9</b>	<b>\$515,594</b>	<b>11</b>	<b>\$526,436</b>	<b>11</b>	<b>\$426,980</b>	<b>9</b>	<b>\$435,905</b>	<b>9</b>
Funding Sources			% of Total		% of Total		% of Total		% of Total		% of Total		% of Total
Fund Balances		\$99,523	25.8%	\$80,185	17.6%	\$38,907	7.3%	\$18,969	3.6%	\$38,907	9.2%		
General Revenues		164,194	42.6%	244,922	53.9%	382,200	71.5%	390,428	74.7%	271,828	64.1%	278,525	71.1%
Special Revenues		121,629	31.6%	113,456	25.0%	113,456	21.2%	113,456	21.7%	113,456	26.7%	113,456	28.9%
Federal Funds													
Const. & Fiscal Agency Fund													
State Central Services Fund													
Non-Revenue Receipts													
Cash Funds													
Merit Adjustment Fund				15,802	3.5%								
<b>Total Funding</b>		<b>385,346</b>	<b>100.0%</b>	<b>454,365</b>	<b>100.0%</b>	<b>534,563</b>	<b>100.0%</b>	<b>522,853</b>	<b>100.0%</b>	<b>424,191</b>	<b>100.0%</b>	<b>391,981</b>	<b>100.0%</b>
Excess Appro./ (Funding)		(80,185)		(38,907)		(18,969)		3,583		2,789		43,924	
<b>TOTAL</b>		<b>\$305,161</b>		<b>\$415,458</b>		<b>\$515,594</b>		<b>\$526,436</b>		<b>\$426,980</b>		<b>\$435,905</b>	
DEPARTMENT				DIRECTOR				DEPARTMENT APPROPRIATION SUMMARY					
Arkansas Code Revision Commission (332)				Vince Henderson III				BR 40					

**ARKANSAS BUDGET SYSTEM  
ANALYSIS OF BUDGET REQUEST  
1997 - 1999**

The priority program's request for the State Operations appropriation for the Arkansas Code Revision Commission (ACRC) totals \$110,372 for FY98 and \$111,903 for FY99. Salary and matching costs totaling \$60,196 for FY98 and \$61,716 for FY99 are requested for a Grade 25 Attorney Specialist position and a Grade 13 Secretary II position. According to ACRC, the request for the Attorney Specialist position is made to respond to legislative interest in the formulation of a local, special, and temporary law index. The Secretary II position would provide clerical support in the formulation of the index. Additional increases of \$10,602 each year in operating expenses, travel, and capital outlay for support of the new positions is requested. The ACRC also requests a reclassification of a Grade 13 Secretary II position to a Grade 15 Administrative Assistant I position. Costs for the reclassification total \$409 for FY98 and \$420 for FY99. An increase of \$3,100 annually is requested in operating expenses to meet costs associated with new facility lease rates. This appropriation is funded by General Revenue.

A primary component of the priority request is an increase of \$31,565 in operating expenses and \$4,500 in conference fees & travel associated with a corresponding decrease in the special revenue appropriation. According to ACRC, this request is made to compensate for relatively flat revenues and the rate at which special revenue expenditures have risen over the past few years. A shift of these costs to this general revenue appropriation is requested as a result of declining availability of special revenue.

The Executive Recommendation provides for Base Level, which includes appropriation for a 2.8% Cost of Living Allowance for positions on July 1 of each year of the biennium along with accompanying employee matching requirements.

AGENCY	APPROPRIATION	TREASURY FUND	ANALYSIS OF BUDGET REQUEST	PAGE
<b>Name: Arkansas Code Revision Commission</b>  <b>Code: 332</b>	<b>Name: State Operations</b>  <b>Code: 223</b>	<b>Name: State General Services</b>  <b>Code: HUA</b>	<b>BR20</b>	<b>47</b>

ARKANSAS BUDGET SYSTEM

CHARACTER TITLE	-----EXPENDITURES-----			96-97 AUTHORIZED			-----97-98 FISCAL YEAR-----			-----98-99 FISCAL YEAR-----			-----R E C O M M E N D A T I O N S-----			
	95-96	96-97		PRIORITY		TOTAL	PRIORITY		TOTAL	EXECUTIVE		LEGISLATIVE				
	ACTUAL	BUDGETED	APPRO	BASE	PROGRAMS	REQUEST	BASE	PROGRAMS	REQUEST	97-98	98-99	97-98	98-99			
REGULAR SALARIES	115,967	199,371	187,832	208,770	46,371	255,141	214,458	47,670	262,128	208,770	214,458					
NUMBER OF POSITIONS	8	7	8	7	2	9	7	2	9	7	7					
PERSONAL SERV MATCHING	31,250	56,353	52,090	58,058	14,234	72,292	59,067	14,466	73,533	58,058	59,067					
OPERATING EXPENSES	9,004	5,000	10,000	5,000	39,767	44,767	5,000	39,767	44,767	5,000	5,000					
CONF FEES & TRAVEL	0	0	0	0	5,000	5,000	0	5,000	5,000							
CAPITAL OUTLAY	7,973	0	0	0	5,000	5,000	0	5,000	5,000							
<b>TOTAL</b>	<b>164,194</b>	<b>260,724</b>	<b>249,922</b>	<b>271,828</b>	<b>110,372</b>	<b>382,200</b>	<b>278,525</b>	<b>111,903</b>	<b>390,428</b>	<b>271,828</b>	<b>278,525</b>					
PROPOSED FUNDING SOURCES			*****													
FUND BALANCES			*****													
GENERAL REVENUES	164,194	249,922	*****	271,828	110,372	382,200	278,525	111,903	390,428	271,828	278,525					
SPECIAL REVENUES			*****													
FEDERAL FUNDS			*****													
STATE CENTRAL SERVICES FUND			*****													
NON-REVENUE RECEIPTS			*****													
CASH FUNDS			*****													
Merit Adjustment Fund		15,802	*****													
TOTAL FUNDING	164,194	260,724	*****	271,828	110,372	382,200	278,525	111,903	390,428	271,828	278,525					
EXCESS APPRO/ (FUNDING)			*****													
<b>TOTAL</b>	<b>164,194</b>	<b>260,724</b>	<b>*****</b>	<b>271,828</b>	<b>110,372</b>	<b>382,200</b>	<b>278,525</b>	<b>111,903</b>	<b>390,428</b>	<b>271,828</b>	<b>278,525</b>					

DEPT 009 OTHER BOARDS AND COMMISSIONS  
 AGY 332 ARKANSAS CODE REVISION COMMISSION  
 APPRO 223 STATE OPERATIONS  
 FUND HUA STATE GENERAL SERVICES(000)

The FY97 Budgeted amounts in Regular Salaries and/or Personal Services Matching may exceed the Authorized amounts due to the implementation of the pay plan during the 1995-97 biennium.

APPROPRIATION SUMMARY  
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ARKANSAS BUDGET SYSTEM  
PROGRAM/SERVICE INFORMATION LIST  
RANK BY APPROPRIATION

01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	
RANK	PROGRAM DESCRIPTION	FUND	ACCOUNTING INFORMATION	D E S	-----1997 - 99 BIENNIIUM REQUESTS-----				-----R E C O M M E N D A T I O N S-----										
					---EXPENDITURES---		-----FY 1997 - 98-----		-----FY 1998 - 99-----		-----EXECUTIVE-----		-----LEGISLATIVE-----						
					---ACTUAL---	---BUDGETED---	---REQUEST---	---REQUEST---	1997-98	1998-99	1997-98	1998-99							
				95-96	96-97														
000		HUA	332 223	B	164,194 8	260,724 7	271,828 7		278,525 7			271,828 7	278,525 7						
001		HUA	332 223	P01		0	109,963 2		111,483 2										
<p>This priority request is composed of the following: (1) Salary and matching costs for a new Grade 25 Attorney Specialist position and restoration of a currently authorized Grade 13 Secretary II position. The responsibilities of the Attorney Specialist position are to formulate a local, special, and temporary law index. The Secretary II position will provide clerical support; (2) Additional funding for operating expenses, conference fees and travel, and capital outlay totaling \$49,767 is requested each year as a response to (a) decreases requested in the special revenue appropriation of \$36,065 each year as a result of past and projected decreased court costs revenue, and (b) an increase in annual facility lease costs of \$3,100, and increases in operating expenses, conference fees &amp; travel, and capital outlay totaling \$10,602 each year for support of the new positions requested. A major consequence of this request is a shift in the proposed funding burden from special revenue to general revenue. Should the funding shift to general revenue of \$36,065 each year not be recommended, the agency requests that the base levels for the special revenue appropriation be reestablished for each year.</p>																			
002		HUA	332 223	P10		0	409 0		420 0										
<p>This priority requests that the position of Secretary II Grade 13, be reclassified as an Administrative Assistant I, Grade 15. The OPM and the Bureau of Legislative Research assigned the position to Secretary II without benefit of any study of the position when the ACRC was changed over to the classification system in 1991. The background, training, education, experience, and job duties of the position are more in line with those of Administrative Assistant I.</p>																			

DEPT 009 OTHER BOARDS AND COMMISSIONS  
AGY 332 ARKANSAS CODE REVISION COMMISSION  
APPRO 223 STATE OPERATIONS  
FUND HUA STATE GENERAL SERVICES(000)

RANK BY APPROPRIATION  
BR 264

**ARKANSAS BUDGET SYSTEM  
ANALYSIS OF BUDGET REQUEST  
1997 - 1999**

Due primarily to a request to shift operational costs totaling \$36,065 each year from the Arkansas Code Revision Commission appropriation, funded by special revenues derived from court costs, to the Commission's general revenue appropriation, a total negative priority of (\$35,182) for FY98 and (\$35,161) for FY99 is reflected. According to the Commission, this request is made to compensate for the rate at which annual operating expenditures have exceeded special revenue income over the past few years. These actions have resulted in declining special revenue reserves. Of the amount requested to be shifted to general revenue support, \$31,565 in operating expenses and \$4,500 in conference fees and travel support each year is identified. If this request is not recommended, the agency further requests that base levels for the special revenue appropriation be reauthorized for each year.

The Arkansas Code Revision Commission requests a reclassification of a Grade 14 Executive Secretary/Administrative Secretary position to a Grade 17 Administrative Assistant II position. Salary and matching costs for the reclassification total \$883 for FY98 and \$904 for FY99. The Commission is also requesting an extraordinary increase of approximately 26% for FY98 in the salary and accompanying matching requirements for the Grade 99 Executive Director position.

The Executive Recommendation provides for Base Level, which includes appropriation for a 2.8% Cost of Living Allowance for positions on July 1 of each year of the biennium along with accompanying employee matching requirements. The Executive Recommendation does not reflect the extraordinary increases requested for the non-classified position at this time.

AGENCY	APPROPRIATION	TREASURY FUND	ANALYSIS OF BUDGET REQUEST	PAGE
<b>Name: Arkansas Code Revision Commission</b>  <b>Code: 332</b>	<b>Name: Arkansas Code Revision Commission</b>  <b>Code: 677</b>	<b>Name: Arkansas Code Revision Comm.</b>  <b>Code: SRC</b>	<b>BR20</b>	<b>50</b>

ARKANSAS BUDGET SYSTEM

CHARACTER TITLE	-----EXPENDITURES-----		96-97	-----97-98 FISCAL YEAR-----			-----98-99 FISCAL YEAR-----			-----R E C O M M E N D A T I O N S-----			
	95-96	96-97	AUTHORIZED	BASE	PRIORITY	TOTAL	BASE	PRIORITY	TOTAL	EXECUTIVE		LEGISLATIVE	
	ACTUAL	BUDGETED	APPRO							97-98	98-99	97-98	98-99
REGULAR SALARIES	65,272	66,352	63,737	80,886	748	81,634	83,087	768	83,855	69,481	71,373		
NUMBER OF POSITIONS	2	2	2	2	0	2	2	0	2	2	2		
EXTRA HELP	4,579	12,000	12,000	12,000	0	12,000	12,000	0	12,000	12,000	12,000		
NUMBER OF POSITIONS	2	2	2	2	0	2	2	0	2	2	2		
PERSONAL SERV MATCHING	17,973	18,958	16,897	21,266	135	21,401	21,658	136	21,794	19,247	19,583		
OPERATING EXPENSES	47,737	49,924	52,987	49,924	-31,565	18,359	49,924	-31,565	18,359	49,924	49,924		
CONF FEES & TRAVEL	2,532	4,500	4,500	4,500	-4,500	0	4,500	-4,500	0	4,500	4,500		
CAPITAL OUTLAY	2,874	3,000	3,000	0	0	0	0	0	0				
<b>TOTAL</b>	<b>140,967</b>	<b>154,734</b>	<b>153,121</b>	<b>168,576</b>	<b>( 35,182)</b>	<b>133,394</b>	<b>171,169</b>	<b>( 35,161)</b>	<b>136,008</b>	<b>155,152</b>	<b>157,380</b>		
PROPOSED FUNDING SOURCES			*****										
FUND BALANCES	99,523	80,185	*****	38,907		38,907	18,969		18,969	38,907			
GENERAL REVENUES			*****										
SPECIAL REVENUES	121,629	113,456	*****	113,456		113,456	113,456		113,456	113,456	113,456		
FEDERAL FUNDS			*****										
STATE CENTRAL SERVICES FUND			*****										
NON-REVENUE RECEIPTS			*****										
CASH FUNDS			*****										
OTHER			*****										
<b>TOTAL FUNDING</b>	<b>221,152</b>	<b>193,641</b>	<b>*****</b>	<b>152,363</b>		<b>152,363</b>	<b>132,425</b>		<b>132,425</b>	<b>152,363</b>	<b>113,456</b>		
EXCESS APPRO/ (FUNDING)	( 80,185)	( 30,907)	*****	16,213	( 35,182)	( 18,969)	38,744	( 35,161)	3,583	2,789	43,924		
<b>TOTAL</b>	<b>140,967</b>	<b>154,734</b>	<b>*****</b>	<b>168,576</b>	<b>( 35,182)</b>	<b>133,394</b>	<b>171,169</b>	<b>( 35,161)</b>	<b>136,008</b>	<b>155,152</b>	<b>157,380</b>		

DEPT 009 OTHER BOARDS AND COMMISSIONS  
 AGY 332 ARKANSAS CODE REVISION COMMISSION  
 APPRO 677 ARKANSAS CODE REVISION COMMISSION  
 FUND SRC ARK CODE REVISION-(332)

The FY97 Budgeted amounts in Regular Salaries and/or Personal Services Matching may exceed the Authorized amounts due to the implementation of the pay plan during the 1995-97 biennium.

APPROPRIATION SUMMARY

BR 215

ARKANSAS BUDGET SYSTEM

PROGRAM/SERVICE INFORMATION LIST

RANK BY APPROPRIATION

01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	
RANK	PROGRAM DESCRIPTION	FUND	ACCOUNTING INFORMATION	D E S	EXPENDITURES		1997 - 99 BIENNIUM REQUESTS				RECOMMENDATIONS								
					ACTUAL 95-96	BUDGETED 96-97	FY 1997 - 98		FY 1998 - 99		EXECUTIVE		LEGISLATIVE						
							REQUEST	REQUEST						1997-98	1998-99				
000		SRC	332 677	B	140,967 2	154,734 2	160,576 2			171,169 2				155,152 2	157,380 2				
001		SRC	332 677	P01		0	-36,065 0			-36,065 0									
<p>Due to insufficient court costs revenue and declining special revenue fund balances in the Arkansas Code Revision Fund, a negative priority request of \$36,065 is requested. This funding decrease corresponds to a comparable increase in the agency's general revenue appropriation. Should the funding shift to general revenue not be recommended, the agency requests that base levels for each year for the special revenue appropriation be reestablished.</p>																			
002		SRC	332 677	P10		0	883 0			904 0									
<p>This priority requests that the position of Executive Secretary/Administrative Secretary, Grade 14, be reclassified as an Administrative Assistant II, Grade 17. The background, training, education, experience, and job duties of the position are more in line with those of an Administrative Assistant II. The OPM and the Bureau of Legislative Research assigned the position to Executive Secretary/Administrative Secretary without benefit of any study of the position in 1991 when the ACRC was changed over to the classification system.</p>																			

DEPT 009 OTHER BOARDS AND COMMISSIONS  
 AGY 332 ARKANSAS CODE REVISION COMMISSION  
 APPRO 677 ARKANSAS CODE REVISION COMMISSION  
 FUND SRC ARK CODE REVISION-(332)

RANK BY APPROPRIATION  
 BR 264