

# STATE BOARD OF ARCHITECTS

## Enabling Laws

Act 48 of 2003

Act 270 of 1941 as amended. See A.C.A. § 17-15-102

## History and Organization

History: Act 270 of 1941 established the Arkansas Architectural Act and the Arkansas State Board of Architects. Act 1338 of 1999 authorized an eight (8) member Board which is composed of five (5) architects, one consumer member, one senior citizen and the Dean of the University of Arkansas School of Architecture.

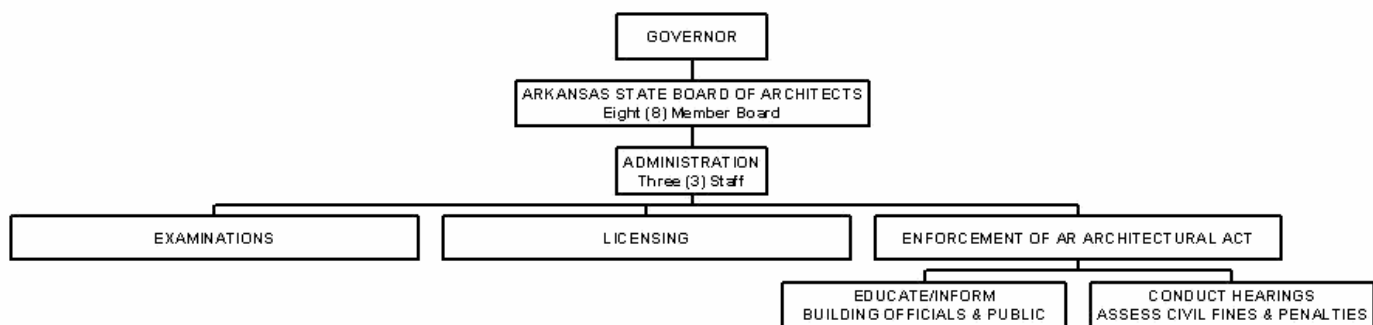
Mission: To protect the health, safety and welfare of the citizens of Arkansas by ensuring that buildings constructed for human occupancy with a fair market value in excess of one hundred thousand dollars (\$100,000) are designed by licensed, competent architects.

Statutory Responsibility: To ensure that persons attesting as architects are qualified to do so and that such title "architect" is reserved to persons who demonstrate their ability to observe and apply the standards to practice architecture.

Primary Activities: The Arkansas State Board of Architects provides the staff support for carrying out the duties of the Arkansas State Board of Architects. Those duties include:

- Grant certification to those who pass the Architects Examination and otherwise qualify;
- Determine whether those who apply for a reciprocal license and/or a certificate of authorization (corporate practice) qualify;
- Annually register all individual architects, corporations and partnerships and issue them an annual license to practice;
- Investigate violations of the Arkansas Architectural Act and take disciplinary action where appropriate after conducting a hearing; and
- Monitor mandatory continuing education requirements.

Oversight and/or Advisory Affiliation: None



## **Agency Commentary**

The Arkansas State Board of Architects (ASBA) certify, license and register individuals and firms who meet requirements to practice architecture and protect the public from illegal, incompetent, unethical and unprofessional practitioners. The operations of the Board are funded from the receipts of fees charged by the Agency, which include registration and renewal fees, fines and penalties. The Total Base level for the agency is \$319,079 in FY05.

The agency seeks to increase our Maintenance & Operations by \$14,653 each year of the Biennium. The increase is needed due to our rent increase with Arkansas Building Authority in that the agency has relocated to a larger space. The additional rent increase is \$11,193 each year. Additionally, the yearly association dues to the National Council Architectural Registration Boards (NCARB) has been increased \$3,460 a year.

The agency is seeking extraordinary salary increases for its three unclassified positions. The Board is seeking a salary for the Director to \$84,503 in FY06 and \$86,659 in FY07; a salary for the Administrative Assistant/Office Manager to \$44,839 in FY06 and \$46,184 in FY07; a salary for the architect clerk/bookkeeper to \$31,232 in FY06 and \$32,169 in FY07. Based upon our review, ASBA is of unanimous opinion that this staff is our greatest asset and are deserving of merit raises above the automatic cost-of-living increases offered by the State. The reasons for this determination are:

- 1) Over the past decade the ASBA has, in our opinion, fallen short of its duty in ensuring that the salaries for these positions were increased to levels commensurate with increased responsibilities. In this same time period other cash agencies were requesting (and receiving approval) for merit raises for this same reason. The end result is that our staff salaries are now at or near the lowest pay level of similar agencies.
- 2) The number of complaints we are addressing has increased 415% over last year, a trend which is expected to continue.
- 3) Revenue resulting from disciplinary actions has increased 35% over last year, also a trend expected to continue.
- 4) License renewals have increased 15% over last year, also a trend expected to continue.
- 5) Licenses granted through reciprocity have increased 12% over last year, also a trend expected to continue.
- 6) Staff time related to our mandatory continuing education process has dramatically increased due to a more aggressive compliance monitoring/auditing process and the increase in registrants mentioned above. This trend will continue to increase.

ASBA is a cash agency, receiving no general revenue funds. All of our revenue is generated through licensing, renewals, fees, and fines. Because of the increases described above, and their projected continuance, we are quite confident that merit raises of 9% each for our Executive Director and Fiscal Manager positions, and 40% for our Secretary position (totaling 6.3% of our budget) are appropriate

and fiscally sound with respect to our resources.

Our greatest concern is that without these increases, if the ASBA were to lose one or all of these staff members, we would be unable to replace them with others possessing similar capabilities and dedication for the salaries we would be able to offer. Because these are non-CLIP positions, we are unable to reward the outstanding work of our staff with bonuses.

## Audit Findings

DIVISION OF LEGISLATIVE AUDIT  
AUDIT OF :  
ARKANSAS STATE BOARD OF ARCHITECTS  
FOR THE YEAR ENDED JUNE 30, 2003

Findings	Recommendations
None	None

## Employment Summary

	Male	Female	Total	%
White Employees	1	2	3	100 %
Black Employees	0	0	0	0 %
Other Racial Minorities	0	0	0	0 %
Total Minorities			0	0 %
Total Employees			3	100 %

## Cash Fund Balance Description as of June 30, 2004

Fund Account	Balance	Type	Location
3040000	\$400,429	Checking, Savings, CD, Investm	Regions, Capital, US Bank, TCB

Statutory/Other Restrictions on use:

A.C.A. §17-15-202(e)

Statutory Provisions for Fees, Fines, Penalties:

A.C.A. §17-15-204(D) §17-15-311

Revenue Receipts Cycle:

Fees, fines and penalties are collected throughout the year.

Fund Balance Utilization:

The fees are used to carry out the function of the Board.

**Publications**

**A.C.A 25-1-204**

Name	Statutory Authorization	Required for		# Of Copies	Reason (s) for Continued Publication and Distribution
		Governor	General Assembly		
Arkansas Architectural Act	A.C.A. 17-15-305 (e)	N	N	2,000	The Act was amended in 1999 and the new language passed by the Legislature requires that each registrant be sent a copy of the Act.
Arkansas State Board of Architect Rules and Regulations	A.C.A. 17-15-305 (e)	N	N	2,000	January 13, 2000 and reviewed by the Legislature on February 3, 2000. The Act requires that each registrant be sent a copy of the Rule and Regulations.

## **Analysis of Budget Request**

**Appropriation / Program:** A07 - Cash Operations

**Funding Sources:** 304 - Board of Architects - Cash

The State Board of Architects is responsible for the regulation of the practice of architecture by providing examinations of qualifications for the issuance of certificates of registration and licenses. The agency also provides for the education of building officials and the public regarding the provisions of the Arkansas Architectural Act and the rules and regulations of the Board. The operations of the Board are funded from Cash Funds generated from the receipt of fees charged by the Agency.

Change Level Requests total \$32,836 for FY06 and \$36,905 for FY07. The Personnel Requests are extraordinary salary increases for all three (3) employees due to the increased workload caused by an increase in the number of complaints being addressed by the Board and license renewals. The increase in the Operating Expenses line item is for rent and association member dues. The yearly association dues to the National Council Architectural Registration Boards (NCARB) has been increased by \$3,460 a year. The decrease in the Professional Fees line item is to reallocate some appropriation to cover the increase in rent.

The Executive Recommendation provides for the Agency Request with the exception of the extraordinary salary increases for the Board of Architects Director and Administrative Assistant positions.

## Appropriation / Program Summary

**Appropriation / Program:** A07 Cash Operations  
**Funding Sources:** 304 - Board of Architects - Cash

Commitment Item	Historical Data			Agency Request and Executive Recommendation					
	2003-2004 Actual	2004-2005 Budget	2004-2005 Authorized	2005-2006			2006-2007		
				Base Level	Agency	Executive	Base Level	Agency	Executive
Regular Salaries 5010000	134,540	137,139	137,494	140,971	160,574	143,523	144,896	165,012	147,525
<b>#Positions</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>
Personal Services Matching 5010003	33,788	35,880	34,430	38,022	41,708	38,502	38,760	42,542	39,255
Operating Expenses 5020002	107,368	107,444	107,444	107,444	121,991	121,991	107,444	125,451	125,451
Travel-Conference Fees 5050009	5,654	5,750	5,750	5,750	5,750	5,750	5,750	5,750	5,750
Professional Fees and Services 5060010	278	13,000	13,000	13,000	8,000	8,000	13,000	8,000	8,000
Data Processing 5090012	0	0	0	0	0	0	0	0	0
Capital Outlay 5120011	0	0	0	0	0	0	0	0	0
Exams 5900046	13,888	13,892	13,892	13,892	13,892	13,892	13,892	13,892	13,892
<b>Total</b>	<b>295,516</b>	<b>313,105</b>	<b>312,010</b>	<b>319,079</b>	<b>351,915</b>	<b>331,658</b>	<b>323,742</b>	<b>360,647</b>	<b>339,873</b>
<b>Funding Sources</b>									
Fund Balance 4000005	302,800	400,429		480,567	480,567	480,567	518,652	518,652	538,909
Cash Fund 4000045	393,145	393,243		357,164	390,000	390,000	353,095	390,000	390,000
<b>Total Funding</b>	<b>695,945</b>	<b>793,672</b>		<b>837,731</b>	<b>870,567</b>	<b>870,567</b>	<b>871,747</b>	<b>908,652</b>	<b>928,909</b>
Excess Appropriation/(Funding)	(400,429)	(480,567)		(518,652)	(518,652)	(538,909)	(548,005)	(548,005)	(589,036)
<b>Grand Total</b>	<b>295,516</b>	<b>313,105</b>		<b>319,079</b>	<b>351,915</b>	<b>331,658</b>	<b>323,742</b>	<b>360,647</b>	<b>339,873</b>

The FY05 Budgeted amount in Personal Services Matching exceeds the authorized amount due to matching rate adjustments during the 2003-05 biennium.

## Change Level by Appropriation

**Appropriation / Program:** A07-Cash Operations  
**Funding Sources:** 304 - Board of Architects - Cash

### Agency Request

Change Level		2005-2006	Pos	Cumulative	% of BL	2006-2007	Pos	Cumulative	% of BL
<b>BL</b>	<b>Base Level</b>	<b>319,079</b>	<b>3</b>	<b>319,079</b>	<b>100.0</b>	<b>323,742</b>	<b>3</b>	<b>323,742</b>	<b>100.0</b>
C01	Existing Program	14,547	0	333,626	104.5	18,007	0	341,749	105.5
C03	Discontinue Program	(5,000)	0	328,626	102.9	(5,000)	0	336,749	104.0
C15	Ex Salary Increase	23,289	0	351,915	110.2	23,898	0	360,647	111.4

### Executive Recommendation

Change Level		2005-2006	Pos	Cumulative	% of BL	2006-2007	Pos	Cumulative	% of BL
<b>BL</b>	<b>Base Level</b>	<b>319,079</b>	<b>3</b>	<b>319,079</b>	<b>100.0</b>	<b>323,742</b>	<b>3</b>	<b>323,742</b>	<b>100.0</b>
C01	Existing Program	14,547	0	333,626	104.5	18,007	0	341,749	105.5
C03	Discontinue Program	(5,000)	0	328,626	102.9	(5,000)	0	336,749	104.0
C15	Ex Salary Increase	3,032	0	331,658	103.9	3,124	0	339,873	104.9

### Justification

C01	The increase is needed due to an increase in rent and association member dues.
C03	The decrease is due to the agency not utilizing the amount for this line item. The savings will be used to offset the increase for rent.
C15	This request is for extraordinary salary increases for all 3 employees due to increase in workload and job duties.