

Act 247 of the First Special Session of 1989.

Act 247

HB1097

By:Joint Budget Committee

For An Act To Be Entitled
"AN ACT TO MAKE AN APPROPRIATION FOR PERSONAL SERVICES AND
OPERATING EXPENSES OF THE DEPARTMENT OF FINANCE AND
ADMINISTRATION - MANAGEMENT SERVICES DIVISION FOR THE
BIENNIAL PERIOD ENDING JUNE 30, 1991; AND FOR OTHER
PURPOSES."

BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF ARKANSAS:

SECTION 1. REGULAR SALARIES - MANAGEMENT SERVICES DIVISION. There is hereby established for the Department of Finance and Administration - Management Services Division for the 1989-91 biennium, the following maximum number of regular employees whose salaries shall be governed by the provisions of the Uniform Classification and Compensation Act, or its successor, and all laws amendatory thereto. Provided, however, that any position to which a specific maximum annual salary is set out herein in dollars, shall be exempt from the provisions of said Uniform Classification and Compensation Act. All persons occupying positions authorized herein are hereby governed by the provisions of the Regular Salaries Procedures and Restrictions Act, or its successor.

Table with 5 columns: Item No., Class Code, Title, Maximum No. of Employees, and Maximum Annual Salary Rate (1989-90 and 1990-91). Rows include various positions like DFA DIRECTOR, DFA DEPUTY DIRECTOR, DFA ACCOUNTING ADMINISTRATOR, etc.

	154Z DFA MARKETING & REDISTRIB MGR	1	
(14)	D042 SYSTEMS ANALYST II	2	GRADE 21
	D066 SYSTEMS COORDINATION ANALYST	2	
	R130 DFA PERSONNEL SUPERVISOR	6	
	T081 MINERAL LEASING OFFICER	1	
	858Z DFA INTERNAL AUDIT MANAGER	1	
	807Z DFA POLICY COORDINATOR	1	
	R488 GRANTS ADMIN SUPV	1	
(15)	R128 PERSONNEL REPRESENTATIVE II	17	GRADE 20
	A008 ACCOUNTING SUPV II	3	
	A056 INTERNAL AUDITOR	2	
	A124 ACCOUNTING SERVICES REP II	3	
	D036 SR PROGRAMMER/ANALYST	1	
	V080 MGR PURCHASING & PROPERTY MGT	1	
	165Z DFA MGR STATE & FEDERAL SVCS	1	
	442Z DFA MANAGER STATE CLEARINGHOUSE	1	
	R188 ECONOMIST	1	
	N322 DFA SUPPORT SERVICES MANAGER	1	
(16)	A122 ACCOUNTING SERVICES REP I	2	GRADE 19
	R126 PERSONNEL REPRESENTATIVE I	3	
	R266 MANAGEMENT PROJECT ANALYST II	2	
	V008 BUYER III	7	
	V068 DFA PURCH DEV & PRODUCTION SUPV	1	
	R024 ASST DIRECTOR PERSONNEL	1	
	R500 DFA BUDGET OFFICER	1	
	R338 TEST TECHNICIAN	1	
(17)	D090 OPERATIONS ANALYST	1	GRADE 18
	A006 ACCOUNTING SUPV I	2	
	R136 PLANNING SPECIALIST III	1	
	R168 SUB-GRANT ADMINISTRATOR III	1	
	R264 MANAGEMENT PROJECT ANALYST I	6	
	V006 BUYER II	10	
	V044 SPECIFICATIONS SPEC	2	
	V067 DFA MARKETING & REDISTRIBUTION SUPV	1	
(18)	A004 ACCOUNTANT II	8	GRADE 17
	D020 DATA PROCESSING SUPERVISOR II	2	
(19)	A174 INDIRECT COST RATE ANALYST	1	GRADE 16
	R010 ADMINISTRATIVE ASSISTANT II	8	
	V064 CONTRACT EXPEDITER	2	
	R162 STATISTICIAN/STATISTICIAN II	1	
	K152 EXAMINATION SUPERVISOR	1	
(20)	A002 ACCOUNTANT I	7	GRADE 15
	A053 INSURANCE SPECIALIST II	1	
	K093 PERSONNEL TECHNICIAN	4	
	K129 BUDGET TECHNICIAN	2	
	R383 PERSONNEL REPRESENTATIVE TECHNICIAN	1	
	R342 INTERVIEWER	1	
	V030 INVENTORY CONTROL MANAGER	1	
	V053 SURPLUS PROPERTY AGENT	1	
(21)	R009 ADMINISTRATIVE ASSISTANT I	3	GRADE 14
	V004 BUYER I	2	
	V019 COMMODITY ANALYST	1	
	V039 PURCHASE AGENT I/ASST PURCHASE AGEN	2	
	D005 COMPUTER OPERATOR II	1	
(22)	K133 MANAGEMENT SUPPORT TECHNICIAN	8	GRADE 13
	A017 BOOKKEEPING SUPERVISOR	1	
	A051 INSURANCE SPECIALIST I	6	

	K087 OFFICE SERVICES SUPV/OFFICE MANAGER	1	
	R125 PERSONNEL OFFICER	1	
	K105 REPRO EQUIP OPR SUPV	1	
(23)	K039 DOCUMENT EXAMINER II	14	GRADE 12
	K179 SECRETARY/WORD PROCESS SPECIALIST	10	
	K127 COURIER SUPERVISOR	1	
(24)	A013 BOOKKEEPER II/ACCOUNTING ASST II	3	GRADE 11
	K135 APMIS DATA TECHNICIAN	3	
	K153 SECRETARY II	11	
(25)	W023 RECORDS CENTER OPERATOR II	1	GRADE 10
	K143 MERIT SYSTEM TECHNICIAN	3	
	V043 SHIPPING & RECEIVING CLERK	1	
(26)	A065 PRE-AUDIT EXAMINER I	1	GRADE 09
	K037 DOCUMENT EXAMINER I	7	
	A011 BOOKKEEPER I/ACCOUNTING ASST I	1	
	K155 SECRETARY I	4	
	V057 WAREHOUSE SUPERVISOR	1	
	K103 REPRO EQUIP OPR II/REPRO EQUIP OPR	1	
(27)	G143 EQUIPMENT OPERATOR II	1	GRADE 08
(28)	K075 MICRO-PHOTOGRAPHER I	1	GRADE 07
(29)	K015 CLERK II	1	GRADE 05
	K069 COURIER II	<u>8</u>	
	MAX NO. OF EMPLOYEES	276	

SECTION 2. EXTRA HELP - MANAGEMENT SERVICES DIVISION. There is hereby authorized, for the Department of Finance and Administration - Management Services Division for the 1989-91 biennium, the following maximum number of part-time or temporary employees, to be known as "Extra Help", payable from funds appropriated herein for such purposes: fifteen (15) temporary or part-time employees, when needed, at rates of pay not to exceed those provided in the Uniform Classification and Compensation Act, or its successor, for the appropriate classification.

SECTION 3. APPROPRIATIONS - MANAGEMENT SERVICES DIVISION. There is hereby appropriated, to the Department of Finance and Administration - Management Services Division, to be payable from the State Central Services Fund, for personal services and operating expenses of the Department of Finance and Administration - Management Services Division for the biennial period ending June 30, 1991, the following:

ITEM NO.	FISCAL YEARS	
	1989-90	1990-91
(01) REGULAR SALARIES	\$ 5,303,621	\$ 5,413,575
(02) EXTRA HELP	23,912	23,912
(03) PERSONAL SERV MATCHING	1,238,610	1,304,367
(04) MAINT. & GEN. OPERATION		
(A) OPER. EXPENSES	\$ 946,621	\$ 946,621
(B) CONF. & TRAVEL	71,344	71,344
(C) PROF. FEES	25,000	25,000
(D) CAPITAL OUTLAY	28,400	25,000
(E) DATA PROCESSING	<u>360,000</u>	<u>360,000</u>
TOTAL MAINT. & GEN. OPER.	1,431,365	1,427,965
(05) CLASSIFICATION STUDY	<u>85,000</u>	<u>0</u>
TOTAL AMOUNT APPROPRIATED	\$ 8,082,508	\$ 8,169,819

SECTION 4. APPROPRIATIONS - MERIT SYSTEM COUNCIL. There is hereby appropriated, to the Department of Finance and Administration - Merit System

Council, to be payable from the Merit System Fund, for personal services and operating expenses of the Department of Finance and Administration - Merit System Council for the biennial period ending June 30, 1991, the following:

ITEM		FISCAL YEARS	
NO.		1989-90	1990-91
(01)	REGULAR SALARIES	\$ 232,875	\$ 238,728
(02)	PERSONAL SERV MATCHING	60,102	64,024
(03)	MAINT. & GEN. OPERATION		
	(A) OPER. EXPENSES	\$ 129,634	\$ 129,634
	(B) CONF. & TRAVEL	2,000	2,000
	(C) PROF. FEES	0	0
	(D) CAPITAL OUTLAY	10,000	5,000
	(E) DATA PROCESSING	0	0
	TOTAL MAINT. & GEN. OPER.	141,634	136,634
	TOTAL AMOUNT APPROPRIATED	\$ 434,611	\$ 439,386

SECTION 5. APPROPRIATIONS - MARKETING AND REDISTRIBUTION. There is hereby appropriated, to the Department of Finance and Administration - Marketing and Redistribution, to be payable from the Property Sales Holding Fund, for personal services and operating expenses of the Department of Finance and Administration - Management Services Division - Marketing and Redistribution for the biennial period ending June 30, 1991, the following:

ITEM		FISCAL YEARS	
NO.		1989-90	1990-91
(01)	REGULAR SALARIES	\$ 201,236	\$ 204,822
(02)	PERSONAL SERV MATCHING	49,520	52,283
(03)	MAINT. & GEN. OPERATION		
	(A) OPER. EXPENSES	\$ 57,405	\$ 57,405
	(B) CONF. & TRAVEL	0	0
	(C) PROF. FEES	0	0
	(D) CAPITAL OUTLAY	39,500	8,500
	(E) DATA PROCESSING	0	0
	TOTAL MAINT. & GEN. OPER.	96,905	65,905
	TOTAL AMOUNT APPROPRIATED	\$ 347,661	\$ 323,010

SECTION 6. APPROPRIATIONS - MESSENGER SERVICES. There is hereby appropriated, to the Department of Finance and Administration - Messenger Services, to be payable from the State Central Services Fund, for personal services and operating expenses of the Department of Finance and Administration - Management Services Division - Messenger Services for the biennial period ending June 30, 1991, the following:

ITEM		FISCAL YEARS	
NO.		1989-90	1990-91
(01)	REGULAR SALARIES	\$ 32,155	\$ 32,975
(02)	PERSONAL SERV MATCHING	9,449	10,157
(03)	MAINT. & GEN. OPERATION		
	(A) OPER. EXPENSES	\$ 110,880	\$ 110,880
	(B) CONF. & TRAVEL	0	0
	(C) PROF. FEES	0	0
	(D) CAPITAL OUTLAY	0	0
	(E) DATA PROCESSING	0	0
	TOTAL MAINT. & GEN. OPER.	110,880	110,880
	TOTAL AMOUNT APPROPRIATED	\$ 152,484	\$ 154,012

SECTION 7. EXTRA HELP - QUICK COPY SERVICE CENTER. There is hereby authorized, for the Department of Finance and Administration - Management Services Division - Quick Copy Service Center for the 1989-91 biennium, the following maximum number of part-time or temporary employees, to be known as "Extra Help", payable from funds appropriated herein for such purposes: three (3) temporary or part-time employees, when needed, at rates of pay not to exceed those provided in the Uniform Classification and Compensation Act, or its successor, for the appropriate classification.

SECTION 8. APPROPRIATIONS - QUICK COPY SERVICE CENTER. There is hereby appropriated, to the Department of Finance and Administration - Quick Copy Service Center, to be payable from the Quick Copy Service Center Revolving Fund, for personal services and operating expenses of the Department of Finance and Administration - Management Services Division - Quick Copy Service Center for the biennial period ending June 30, 1991, the following:

ITEM		FISCAL YEARS	
NO.		1989-90	1990-91
(01)	REGULAR SALARIES	\$ 70,227	\$ 72,220
(02)	EXTRA HELP	6,000	6,000
(03)	PERSONAL SERV MATCHING	17,937	19,066
(04)	MAINT. & GEN. OPERATION		
	(A) OPER. EXPENSES	\$ 233,352	\$ 233,352
	(B) CONF. & TRAVEL	1,320	1,320
	(C) PROF. FEES	0	0
	(D) CAPITAL OUTLAY	10,000	10,000
	(E) DATA PROCESSING	0	0
	TOTAL MAINT. & GEN. OPER.	244,672	244,672
	TOTAL AMOUNT APPROPRIATED	\$ 338,836	\$ 341,958

SECTION 9. APPROPRIATIONS - DATA PROCESSING. There is hereby appropriated, to the Department of Finance and Administration - Data Processing, to be payable from the State Central Services Fund, for the purchase of data processing by the Department of Finance and Administration - Management Services Division - Data Processing for the biennial period ending June 30, 1991, the following:

ITEM		FISCAL YEARS	
NO.		1989-90	1990-91
(01)	PURCHASE DATA PROCESSING	\$ 1,734,590	\$ 1,734,590

SECTION 10. APPROPRIATIONS - MISCELLANEOUS CASH. There is hereby appropriated, to the Department of Finance and Administration, to be payable from the cash funds of the Department of Finance and Administration, for operating expenses of the Department of Finance and Administration - Management Services Division for the biennial period ending June 30, 1991, the following:

ITEM		FISCAL YEARS	
NO.		1989-90	1990-91
(01)	MAINT. & GEN. OPERATION		
	(A) OPER. EXPENSES	\$ 80,075	\$ 80,075
	(B) CONF. & TRAVEL	7,100	7,100
	(C) PROF. FEES	5,000	5,000
	(D) CAPITAL OUTLAY	12,700	12,700
	(E) DATA PROCESSING	0	0
	TOTAL MAINT. & GEN. OPER.	104,875	104,875
(02)	REFUNDS	2,700	2,700

(03) MINERAL LEASING CLEARING	_____35,000 _____35,000
TOTAL AMOUNT APPROPRIATED	\$ 142,575 \$ 142,575

SECTION 11. APPROPRIATIONS - NATURAL RESOURCES LEASE/PERMIT EXPENSES. There is hereby appropriated, to the Department of Finance and Administration, to be payable from the Severed Resources Fund, for operating expenses of the Department of Finance and Administration - Management Services Division - Natural Resources Lease/Permit Program for the biennial period ending June 30, 1991, the following:

ITEM NO.	FISCAL YEARS	
	1989-90	1990-91
(01) MAINT. & GEN. OPERATION		
(A) OPER. EXPENSES	\$ 15,540	\$ 15,540
(B) CONF. & TRAVEL	0	0
(C) PROF. FEES	0	0
(D) CAPITAL OUTLAY	0	0
(E) DATA PROCESSING	_____0 _____0	
TOTAL MAINT. & GEN. OPER.	_____15,540 _____15,540	
TOTAL AMOUNT APPROPRIATED	\$ 15,540	\$ 15,540

SECTION 12. APPROPRIATIONS - PERSONNEL MANAGEMENT. There is hereby appropriated, to the Department of Finance and Administration - Personnel Management, to be payable from the State Central Services Fund, for operating expenses of the Employee Suggestion System and Employee Service Awards of the Department of Finance and Administration - Personnel Management for the biennial period ending June 30, 1991, the following:

ITEM NO.	FISCAL YEARS	
	1989-90	1990-91
(01) MAINT. & GEN. OPERATION		
(A) OPER. EXPENSES	\$ 6,650	\$ 6,650
(B) CONF. & TRAVEL	0	0
(C) PROF. FEES	0	0
(D) CAPITAL OUTLAY	0	0
(E) DATA PROCESSING	_____0 _____0	
TOTAL MAINT. & GEN. OPER.	_____6,650 _____6,650	
(02) EMPLOYEE AWARDS	_____6,000 _____6,000	
TOTAL AMOUNT APPROPRIATED	\$ 12,650	\$ 12,650

SECTION 13. APPROPRIATIONS - DRUG LAW ENFORCEMENT PROGRAM - STATE. There is hereby appropriated, to the Department of Finance and Administration, to be payable from the State General Services Fund Account, for matching grants to cities, counties and state agencies for the biennial period ending June 30, 1991, the following:

ITEM NO.	FISCAL YEARS	
	1989-90	1990-91
(01) GRANTS	\$ 654,712	\$ 654,712

SECTION 14. APPROPRIATIONS - CRIMINAL JUSTICE BLOCK GRANT. There is hereby appropriated, to the Department of Finance and Administration, to be payable from the Department of Finance and Administration Federal Fund Account, for the purpose of making Criminal Justice Block Grants for the biennial period ending June 30, 1991, the following:

ITEM	FISCAL YEARS	
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NO.		1989-90	1990-91
(01)	GRANTS	\$ 300,000	\$ 300,000

SECTION 15. APPROPRIATIONS - DRUG LAW ENFORCEMENT PROGRAM - FEDERAL.
There is hereby appropriated, to the Department of Finance and Administration, to be payable from the Department of Finance and Administration Federal Fund Account, for personal services and operating expenses of the Department of Finance and Administration for the biennial period ending June 30, 1991, the following:

ITEM	FISCAL YEARS	
NO.	1989-90	1990-91
(01) REGULAR SALARIES	\$ 35,919	\$ 36,955
(02) PERSONAL SERV MATCHING	8,883	9,455
(03) MAINT. & GEN. OPERATION		
(A) OPER. EXPENSES	\$ 20,848	\$ 20,848
(B) CONF. & TRAVEL	3,500	3,500
(C) PROF. FEES	6,000	6,000
(D) CAPITAL OUTLAY	2,000	2,000
(E) DATA PROCESSING	6,000	6,000
TOTAL MAINT. & GEN. OPER.	38,348	38,348
(04) GRANTS	2,500,000	2,500,000
TOTAL AMOUNT APPROPRIATED	\$ 2,583,150	\$ 2,584,758

SECTION 16. The funds appropriated in Section 13 of this Act shall be used for matching funds for administering the Federal Grants provided in Section 15 of this Act. The Department of Finance and Administration - Management Services Division is hereby authorized to call upon all state agencies to assist in the implementation of the Drug Law Enforcement Program. In no event shall additional personnel be hired for the purpose of implementing the Drug Law Enforcement Program.

The funds appropriated in Section 13 of this Act shall be used to provide one hundred percent (100%) of the required matching funds for state agencies and to provide sixty percent (60%) of the required matching funds for local governments. Such funds and appropriation shall be transferred to eligible state agencies or paid to local governments to be used solely for matching federal funds for administration of the Drug Law Enforcement Program in such amounts as determined by the Arkansas Drug Advisory Board.

Any unexpended balances in appropriation and funds provided in Section 13 remaining on June 30, 1990, may be carried forward and used for the same purpose during the fiscal year ending June 30, 1991.

SECTION 17. CARRY FORWARD PROVISION. The unexpended balances in the appropriation provided in Item (01) of Section 9 remaining on June 30, 1990, shall be made available and used for the same purpose during the fiscal year ending June 30, 1991. Like amounts of funding will be carried forward in the appropriate fund account. A report of such balances carried forward will be made to the Arkansas Legislative Council.

SECTION 18. CARRY FORWARD PROVISION. Any savings in the various classifications of Maintenance and Operation appropriations provided for the Management Services Division during the fiscal year ending June 30, 1990, will be carried forward for budget preparation required for presentation to the Arkansas Legislative Council. A like amount of funding will be carried forward in the appropriate fund account. A report of such balances carried forward will be made to the Arkansas Legislative Council.

SECTION 19. There is hereby established a method of recognition of service by employees of the State of Arkansas. The Department of Finance and Administration - Office of Personnel Management shall coordinate the purchase, distribution and presentation of said service awards based on years of service with the State of Arkansas for full time employees in all state agencies, boards, commissions, and others under the Governor's direction. Said awards shall be made upon attainment of 10, 20, and 30 years of service in state government. The Chief Fiscal Officer of the State shall promulgate reasonable rules and regulations as he deems necessary in carrying out the provisions of this Service Recognition Program.

SECTION 20. The Revenue Division of the Department of Finance and Administration, the Employment Security Division of the Department of Labor, the University of Arkansas at Little Rock, the University of Arkansas at Fayetteville, the Arkansas Industrial Development Commission and any other state agency, board, commission, department, institution, college, university or authority, shall make data, information, statistics, or other records of information, available to the Department of Finance and Administration. Provided, however, that such information and/or records shall not identify persons, people, conglomerates, corporations, monopolies, or others that would, from any published data or data within the possession of the Director's Office of the Department of Finance and Administration, reveal the identity or any information or data of that particular identity that would be in conflict with federal laws.

SECTION 21. TRANSFER OF FUNDS. In order that the Department of Finance and Administration may ensure efficient and effective messenger service, whether it be with state employees or private vendors, the Department is hereby authorized to transfer between the characters of Maintenance and Operation, Regular Salaries and Personal Services Matching, amounts as deemed necessary to provide said service.

SECTION 22. LOANS TO MARKETING AND REDISTRIBUTION. In the event the monies available in the Property Sale Holding Fund are not adequate during any month of each year of the fiscal biennium ending June 30, 1991, to meet the payroll commitments of the Department of Finance and Administration - Management Services Division - Marketing and Redistribution, for Regular Salaries and Personal Services Matching, as provided in Section 5 of this Act, the Chief Fiscal Officer of the State is hereby authorized to make loans, from time to time as needed, from the Budget Stabilization Trust Fund to the Property Sale Holding Fund to provide the monies required to meet the payroll and Personal Services Matching requirements for any such month. Provided that, if, at the end of each fiscal year, the Property Sale Holding Fund did not receive sufficient income to repay the entire amount of any such monies borrowed from the Budget Stabilization Trust Fund for the purposes, as authorized herein, the Chief Fiscal Officer of the State is hereby authorized to transfer from the State Central Services Fund such amount as is necessary to reimburse the Budget Stabilization Trust Fund in behalf of loans made to the Property Sale Holding Fund to reimburse the Budget Stabilization Trust Fund for the amount of any such loan remaining unpaid at the end of each fiscal year.

SECTION 23. COMPLIANCE WITH OTHER LAWS. Disbursement of funds authorized by this Act shall be limited to the appropriation for such agency and funds made available by law for the support of such appropriations; and the restrictions of the State Purchasing Law, the General Accounting and

Budgetary Procedures Law, the Revenue Stabilization Law, the Regular Salary Procedures and Restrictions Act, or their successors, and other fiscal control laws of this State, where applicable, and regulations promulgated by the Department of Finance and Administration, as authorized by law, shall be strictly complied with in disbursement of said funds.

SECTION 24. LEGISLATIVE INTENT. It is the intent of the General Assembly that any funds disbursed under the authority of the appropriations contained in this Act shall be in compliance with the stated reasons for which this Act was adopted, as evidenced by the Agency Requests, Executive Recommendations and Legislative Recommendations contained in the budget manuals prepared by the Department of Finance and Administration, letters, or summarized oral testimony in the official minutes of the Arkansas Legislative Council or Joint Budget Committee which relate to its passage and adoption.

SECTION 25. All provisions of this Act of a general and permanent nature are amendatory to the Arkansas Code of 1987 Annotated and the Arkansas Code Revision Commission shall incorporate the same in the Code. Act 857 of 1989 is hereby repealed.

SECTION 26. EMERGENCY CLAUSE. It is hereby found and determined by the Seventy-Seventh General Assembly, that the Constitution of the State of Arkansas prohibits the appropriation of funds for more than a two (2) year period; that the effectiveness of this Act on July 1, 1989 is essential to the operation of the agency for which the appropriations in this Act are provided, and that in the event of an extension of the Regular Session, the delay in the effective date of this Act beyond July 1, 1989 could work irreparable harm upon the proper administration and provision of essential governmental programs. Therefore, an emergency is hereby declared to exist and this Act being necessary for the immediate preservation of the public peace, health and safety shall be in full force and effect from and after July 1, 1989.

APPROVED: June 23, 1989
