

**Stricken language would be deleted from and underlined language would be added to the law as it existed prior to this session of the General Assembly.**

1 State of Arkansas  
2 83rd General Assembly  
3 Regular Session, 2001  
4

# A Bill

**Act 120 of 2001**  
HOUSE BILL 1385

5 By: Joint Budget Committee  
6  
7

## **For An Act To Be Entitled**

9 AN ACT TO MAKE AN APPROPRIATION FOR PERSONAL SERVICES  
10 AND OPERATING EXPENSES FOR THE DEPARTMENT OF FINANCE  
11 AND ADMINISTRATION - MANAGEMENT SERVICES DIVISION FOR  
12 THE BIENNIAL PERIOD ENDING JUNE 30, 2003; AND FOR  
13 OTHER PURPOSES.  
14

## **Subtitle**

15 AN ACT FOR THE DEPARTMENT OF FINANCE  
16 AND ADMINISTRATION - MANAGEMENT SERVICES  
17 DIVISION APPROPRIATION FOR THE 2001-2003  
18 BIENNIAL PERIOD.  
19  
20  
21  
22

23 BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF ARKANSAS:  
24

25 SECTION 1. REGULAR SALARIES - OPERATIONS. There is hereby established for  
26 the Department of Finance and Administration - Management Services Division  
27 for the 2001-2003 biennium, the following maximum number of regular employees  
28 whose salaries shall be governed by the provisions of the Uniform  
29 Classification and Compensation Act (Arkansas Code §§21-5-201 et seq.), or its  
30 successor, and all laws amendatory thereto. Provided, however, that any  
31 position to which a specific maximum annual salary is set out herein in  
32 dollars, shall be exempt from the provisions of said Uniform Classification  
33 and Compensation Act. All persons occupying positions authorized herein are  
34 hereby governed by the provisions of the Regular Salaries Procedures and  
35 Restrictions Act (Arkansas Code §21-5-101), or its successor.  
36

Item	Class		Maximum	Maximum Annual	
No.	Code	Title	No. of	Salary Rate	
			Empl oyees	Fi scal Years	
				2001-2002	
				2002-2003	
6	(1) 9938	DFA DI RECTOR	1	\$115,961	\$118,975
7	(2) 9941	DFA DEP DIR REV MNGT SVCS/CMSNR	1	\$102,864	\$105,539
8	(3) 9601	DFA ADMIN FOR FI SCAL & BUDGET	1	\$95,226	\$97,702
9	(4) 9089	OFC INTERNAL AUDIT AMINI STRATOR	1	\$81,714	\$83,838
10	(5) 9192	DFA CHI EF INFORMATION OFFICER	1	\$81,714	\$83,838
11	(6) 9600	DFA ACCOUNTING ADMR	1	\$81,714	\$83,838
12	(7) 9602	DFA OFC OF ADMIN SVCS ADMR	1	\$81,714	\$83,838
13	(8) 9603	DFA STATE PERSONNEL ADMR	1	\$81,714	\$83,838
14	(9) 9604	DFA STATE PURCHASING ADMR	1	\$81,714	\$83,838
15	(10) 8980	EXECUTIVE DIR ST EMPL/PS PERS BD	1	\$75,613	\$77,578
16	(11) 7283	CRIMINAL DETENTION FACI LITI ES COORD	1	\$43,361	\$44,488
17	(12) 150Z	DFA ADMR OF INTERGOVERNMENTAL SVCS	1	GRADE 26	
18	(13) 856Z	DFA ASST ACCOUNTING ADMR	1	GRADE 26	
19	(14) 855Z	DFA ASST BUDGET ADMR/BUDGET SYSTEMS	1	GRADE 26	
20	(15) 132Z	DFA STATE CLASS & COMP MANAGER	2	GRADE 26	
21	(16) 183Z	DFA TAX RESEARCH ADMINI STRATOR	1	GRADE 26	
22	(17) 122Z	DFA ACCOUNTING MANAGER	1	GRADE 25	
23	(18) R187	DFA ASST ADMIN/BUDGET ANALYSI S	2	GRADE 25	
24	(19) 038Z	DFA DATA CENTER MANAGER	1	GRADE 25	
25	(20) 052Z	DFA PRE-AUDI T MANAGER	1	GRADE 25	
26	(21) 037Z	INFORMATION SYSTEMS MANAGER	1	GRADE 25	
27	(22) A026	INTERNAL AUDIT ASST ADMINI STRATOR	1	GRADE 25	
28	(23) A125	DFA ACCOUNTING SUPPORT SYSTEM MGR	1	GRADE 24	
29	(24) 154Z	DFA MARKETI NG & REDI STRI B MGR	1	GRADE 24	
30	(25) 162Z	DFA PROCUREMENT MANAGER	3	GRADE 24	
31	(26) A013	DFA SEPSI FI SCAL OFFICER	1	GRADE 24	
32	(27) 175Z	DFA STATE EMPLOYEE INSURANCE MGR	1	GRADE 24	
33	(28) 160Z	DFA STATE PAYROLL SYSTEMS MANAGER	1	GRADE 24	
34	(29) A033	INTERNAL AUDIT SPECI ALI ST	1	GRADE 24	
35	(30) R475	SR BUDGET ANALYST/SPECI ALI ST	12	GRADE 24	
36	(31) 995Z	DFA FEDERAL GRANTS SYSTEMS MANAGER	3	GRADE 23	

1	(32)	146Z	DFA HUMAN RESOURCES MGR	1	GRADE 23
2	(33)	192Z	DFA MERIT SYSTEM MANAGER	1	GRADE 23
3	(34)	R191	DFA SENIOR PERSONNEL SUPERVISOR	1	GRADE 23
4	(35)	185Z	DFA TRAINING PROJECT MANAGER	1	GRADE 23
5	(36)	D046	SYSTEMS APPLICATIONS SUPERVISOR	1	GRADE 23
6	(37)	A032	AGENCY FISCAL MANAGER	1	GRADE 22
7	(38)	A073	DFA ACCOUNTING SUPERVISOR	2	GRADE 22
8	(39)	N284	DFA EMPLOYEE BENEFIT DIV COMM MGR	1	GRADE 22
9	(40)	001Z	DFA MGR PURCHASE & PROP MGMT	1	GRADE 22
10	(41)	R130	DFA PERSONNEL SUPERVISOR	5	GRADE 22
11	(42)	D124	LEAD PROGRAMMER/ANALYST	2	GRADE 22
12	(43)	L078	NURSE SUPERVISOR	1	GRADE 22
13	(44)	909Z	PROGRAM SUPPORT MANAGER	1	GRADE 22
14	(45)	D066	SYSTEMS COORDINATION ANALYST II	6	GRADE 22
15	(46)	A008	ACCOUNTING SUPERVISOR II	7	GRADE 21
16	(47)	R298	AGENCY PROGRAM COORDINATOR	2	GRADE 21
17	(48)	D123	APPLICATIONS & SYSTEMS ANALYST	1	GRADE 21
18	(49)	R139	DFA FINANCIAL ADVISOR	1	GRADE 21
19	(50)	A068	DFA INTERNAL AUDIT MANAGER	1	GRADE 21
20	(51)	R123	DFA POLICY COORDINATOR	1	GRADE 21
21	(52)	N322	DFA SUPPORT SERVICES MANAGER	1	GRADE 21
22	(53)	R488	GRANTS ADMIN SUPV	2	GRADE 21
23	(54)	R128	PERSONNEL REPRESENTATIVE II	17	GRADE 21
24	(55)	D036	SR PROGRAMMER/ANALYST	4	GRADE 21
25	(56)	D122	USER SUPPORT SUPERVISOR	1	GRADE 21
26	(57)	A124	ACCOUNTING SERVICES REP II	6	GRADE 20
27	(58)	A006	ACCOUNTING SUPERVISOR I	1	GRADE 20
28	(59)	R411	DFA CRIMINAL JUSTICE PROGRAM COORD	1	GRADE 20
29	(60)	V067	DFA MARKETING & REDISTRIBUT SUPV	1	GRADE 20
30	(61)	R021	DFA MGR STATE & FEDERAL SERVICES	1	GRADE 20
31	(62)	A041	DFA MGR STATE CLEARINGHOUSE	1	GRADE 20
32	(63)	A056	INTERNAL AUDITOR	2	GRADE 20
33	(64)	R266	MANAGEMENT PROJECT ANALYST II	10	GRADE 20
34	(65)	R126	PERSONNEL REPRESENTATIVE I	4	GRADE 20
35	(66)	D121	USER SUPPORT ANALYST	1	GRADE 20
36	(67)	R030	ASST PERSONNEL MANAGER	1	GRADE 19

1	(68)	A087	BUDGET OFFICER	1	GRADE 19
2	(69)	V008	BUYER III	17	GRADE 19
3	(70)	D020	DP SUPERVISOR II	1	GRADE 19
4	(71)	R168	GRANTS COORDINATOR II	5	GRADE 19
5	(72)	R150	RESEARCH PROJECT ANALYST	1	GRADE 19
6	(73)	A111	ACCOUNTANT	7	GRADE 18
7	(74)	V006	BUYER II	2	GRADE 18
8	(75)	X361	INSURANCE INVESTIGATOR	1	GRADE 18
9	(76)	R264	MANAGEMENT PROJECT ANALYST I	6	GRADE 18
10	(77)	V040	PURCHASE AGENT II/PURCHASE AGENT	1	GRADE 18
11	(78)	V044	SPECIFICATIONS SPEC	1	GRADE 18
12	(79)	R010	ADMINISTRATIVE ASSISTANT II	8	GRADE 17
13	(80)	V064	CONTRACT EXPEDITER	2	GRADE 17
14	(81)	G161	GENERAL MAINTENANCE REPAIRMAN	1	GRADE 17
15	(82)	V030	INVENTORY CONTROL MANAGER	2	GRADE 17
16	(83)	R190	PERSONNEL OFFICER II	4	GRADE 17
17	(84)	K129	BUDGET TECHNICIAN	2	GRADE 16
18	(85)	K093	DFA PAYROLL TECHNICIAN	3	GRADE 16
19	(86)	A174	INDIRECT COST RATE ANALYST	1	GRADE 16
20	(87)	A053	INSURANCE SPECIALIST II	7	GRADE 16
21	(88)	A002	MEMBER ADVOCATE	6	GRADE 16
22	(89)	R383	PERSONNEL REPRESENTATIVE TECHNICIAN	1	GRADE 16
23	(90)	V053	SURPLUS PROPERTY AGENT	2	GRADE 16
24	(91)	A108	ACCOUNTING TECHNICIAN II	8	GRADE 15
25	(92)	R009	ADMINISTRATIVE ASSISTANT I	3	GRADE 15
26	(93)	K011	ADMINISTRATIVE OFFICE SUPERVISOR	1	GRADE 15
27	(94)	D005	COMPUTER OPERATOR II	1	GRADE 15
28	(95)	A063	PAYROLL OFFICER	2	GRADE 15
29	(96)	V039	PURCHASE AGENT I/ASST PURCHASE AGENT	1	GRADE 15
30	(97)	K105	REPROD EQUIPMENT OPERATOR SUPV	1	GRADE 15
31	(98)	V004	BUYER I	2	GRADE 14
32	(99)	V019	COMMODITY ANALYST	1	GRADE 14
33	(100)	K041	EXECUTIVE SECY/ADMINISTRATIVE SECY	8	GRADE 14
34	(101)	K117	MEDICAL OR LEGAL SECRETARY	1	GRADE 14
35	(102)	A051	INSURANCE SPECIALIST I	6	GRADE 13
36	(103)	K153	SECRETARY II	18	GRADE 13

1	(104)	K127	COURI ER SUPERVI SOR	1	GRADE 12
2	(105)	K039	DOCUMENT EXAMI NER II	14	GRADE 12
3	(106)	G013	WAREHOUSE WORKER	1	GRADE 10
4	(107)	K069	COURI ER II	<u>2</u>	GRADE 05
5			MAX. NO. OF EMPLOYEES	293	

7 SECTION 2. EXTRA HELP - OPERATIONS. There is hereby authorized, for the  
 8 Department of Finance and Administration - Management Services Division for  
 9 the 2001-2003 biennium, the following maximum number of part-time or temporary  
 10 employees, to be known as "Extra Help", payable from funds appropriated herein  
 11 for such purposes: twenty (20) temporary or part-time employees, when needed,  
 12 at rates of pay not to exceed those provided in the Uni form Classi fication and  
 13 Compensation Act, or its successor, or this act for the appropriate  
 14 cl assi fication.

16 SECTION 3. APPROPRIATION - OPERATIONS. There is hereby appropriated, to the  
 17 Department of Finance and Administration - Management Services Division, to be  
 18 payable from the State Central Services Fund, for personal services and  
 19 operating expenses of the Department of Finance and Administration -  
 20 Management Services Division for the biennial period ending June 30, 2003, the  
 21 fol lowi ng:

23	ITEM	FI SCAL YEARS	
24	<u>NO.</u>	<u>2001-2002</u>	<u>2002-2003</u>
25	(01) REGULAR SALARI ES	\$ 8,254,336	\$ 8,468,946
26	(02) EXTRA HELP	41,512	41,512
27	(03) PERSONAL SERV MATCHING	2,092,614	2,131,539
28	(04) OVERTIME	5,000	5,000
29	(05) MAINT. & GEN. OPERATION		
30	(A) OPER. EXPENSE	1,264,311	1,264,311
31	(B) CONF. & TRAVEL	62,344	62,344
32	(C) PROF. FEES	10,000	10,000
33	(D) CAP. OUTLAY	36,300	25,000
34	(E) DATA PROC.	<u>344,472</u>	<u>344,472</u>
35	TOTAL AMOUNT APPROPRIATED	<u>\$ 12,110,889</u>	<u>\$ 12,353,124</u>

36

SECTION 4. APPROPRIATIONS - MISCELLANEOUS CASH. There is hereby appropriated, to the Department of Finance and Administration - Management Services Division, to be payable from cash funds as defined by Arkansas Code 19-4-801 of the Department of Finance and Administration - Management Services Division, for operating expenses of the Department of Finance and Administration - Management Services Division for the biennial period ending June 30, 2003, the following:

ITEM NO.	FISCAL YEARS	
	2001-2002	2002-2003
(01) MAINT. & GEN. OPERATION		
(A) OPER. EXPENSE	266,222	266,222
(B) CONF. & TRAVEL	7,100	7,100
(C) PROF. FEES	25,000	25,000
(D) CAP. OUTLAY	5,000	5,000
(E) DATA PROC.	0	0
(02) REFUNDS/REIMBURSEMENTS	<u>17,700</u>	<u>17,700</u>
TOTAL AMOUNT APPROPRIATED	<u>\$ 321,022</u>	<u>\$ 321,022</u>

SECTION 5. EXTRA HELP - FEDERAL GRANTS. There is hereby authorized, for the Department of Finance and Administration - Management Services Division - Federal Grants Paying for the 2001-2003 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: one (1) 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, or this act for the appropriate classification.

SECTION 6. APPROPRIATION - FEDERAL GRANTS PAYING. There is hereby appropriated, to the Department of Finance and Administration - Management Services Division, to be payable from the paying account as determined by the Chief Fiscal Officer of the State, for personal services of the Department of Finance and Administration - Management Services Division for the biennial period ending June 30, 2003, the following:

ITEM	FISCAL YEARS	
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1	NO.	2001-2002	2002-2003
2	(01) REGULAR SALARIES	\$ 207,313	\$ 212,704
3	(02) EXTRA HELP	6,272	6,272
4	(03) PERSONAL SERV MATCHING	56,069	57,088
5	(04) OVERTIME	<u>2,250</u>	<u>2,500</u>
6	TOTAL AMOUNT APPROPRIATED	<u>\$ 271,904</u>	<u>\$ 278,564</u>

7  
8 SECTION 7. APPROPRIATION - LOCAL LAW ENFORCEMENT BLOCK GRANT - FEDERAL.

9 There is hereby appropriated, to the Department of Finance and Administration  
10 - Management Services Division, to be payable from the federal funds as  
11 designated by the Chief Fiscal Officer of the State, for operating expenses  
12 and grants to cities and counties which provide uniform crime reporting  
13 information to the state of the Department of Finance and Administration -  
14 Management Services Division - Local Law Enforcement Block Grant for the  
15 biennial period ending June 30, 2003, the following:

17	ITEM	FISCAL YEARS	
18	NO.	2001-2002	2002-2003
19	(01) MAINT. & GEN. OPERATION		
20	(A) OPER. EXPENSE	7,012	7,012
21	(B) CONF. & TRAVEL	0	0
22	(C) PROF. FEES	0	0
23	(D) CAP. OUTLAY	0	0
24	(E) DATA PROC.	0	0
25	(02) LOCAL LAW ENFORCEMENT BLOCK GRANT	<u>800,000</u>	<u>800,000</u>
26	TOTAL AMOUNT APPROPRIATED	<u>\$ 807,012</u>	<u>\$ 807,012</u>

27  
28 SECTION 8. APPROPRIATION - FEDERAL VIOLENT OFFENDER INCARCERATION GRANT.

29 There is hereby appropriated, to the Department of Finance and Administration  
30 - Management Services Division, to be payable from the federal funds as  
31 designated by the Chief Fiscal Officer of the State, for operating expenses  
32 and distribution and administration of the U.S. Department of Justice Violent  
33 Offender Incarceration Grant by the Department of Finance and Administration -  
34 Management Services Division - Violent Offender Incarceration Grant for the  
35 biennial period ending June 30, 2003, the following:

36	ITEM	FISCAL YEARS	
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1	NO.	2001-2002	2002-2003
2	(01) MAINT. & GEN. OPERATION		
3	(A) OPER. EXPENSE	1,900	1,900
4	(B) CONF. & TRAVEL	1,200	1,200
5	(C) PROF. FEES	0	0
6	(D) CAP. OUTLAY	0	0
7	(E) DATA PROC.	0	0
8	(02) VIOLENT OFFENDER INCARCERATION	<u>6,500,000</u>	<u>6,500,000</u>
9	TOTAL AMOUNT APPROPRIATED	<u>\$ 6,503,100</u>	<u>\$ 6,503,100</u>

10

11 SECTION 9. APPROPRIATION - FEDERAL - VICTIMS OF CRIME JUSTICE ASSISTANCE.  
 12 There is hereby appropriated, to the Department of Finance and Administration  
 13 - Management Services Division, to be payable from the federal funds as  
 14 designated by the Chief Fiscal Officer of the State, for operating expenses  
 15 and administration of federal funds received through the federal Victims of  
 16 Crime Act, Stop Violence Against Women Act, and the Family Violence Prevention  
 17 and Services Act of the Department of Finance and Administration - Management  
 18 Services Division - Victims of Crime Justice Assistance for the biennial  
 19 period ending June 30, 2003, the following:

20

21	ITEM	FISCAL YEARS	
22	NO.	2001-2002	2002-2003
23	(01) MAINT. & GEN. OPERATION		
24	(A) OPER. EXPENSE	125,000	125,000
25	(B) CONF. & TRAVEL	11,719	11,719
26	(C) PROF. FEES	74,219	74,219
27	(D) CAP. OUTLAY	0	0
28	(E) DATA PROC.	0	0
29	(02) GRANTS/AIDS - STATEWIDE VIOLENCE		
30	PREVENTION ACTIVITIES	12,134,375	12,134,375
31	(03) REFUNDS/REIMBURSEMENTS	<u>78,125</u>	<u>78,125</u>
32	TOTAL AMOUNT APPROPRIATED	<u>\$ 12,423,438</u>	<u>\$ 12,423,438</u>

33

34 SECTION 10. APPROPRIATION - PERSONNEL MANAGEMENT - EMPLOYEE AWARDS. There  
 35 is hereby appropriated, to the Department of Finance and Administration -  
 36 Management Services Division, to be payable from the State Central Services

1 Fund, for operating expenses and awards to state employees as authorized  
 2 through the Employee Suggestion System beginning at Arkansas Code 21-11-101  
 3 for the biennial period ending June 30, 2003, the following:

ITEM NO.	FISCAL YEARS	
	2001-2002	2002-2003
(01) MAINT. & GEN. OPERATION		
(A) OPER. EXPENSE	4,951	4,951
(B) CONF. & TRAVEL	0	0
(C) PROF. FEES	0	0
(D) CAP. OUTLAY	0	0
(E) DATA PROC.	0	0
(02) EMPLOYEE AWARDS	<u>27,329</u>	<u>27,329</u>
TOTAL AMOUNT APPROPRIATED	<u>\$ 32,280</u>	<u>\$ 32,280</u>

16 SECTION 11. APPROPRIATION - DRUG LAW ENFORCEMENT PROGRAM - STATE. There is  
 17 hereby appropriated, to the Department of Finance and Administration -  
 18 Management Services Division, to be payable from the State General Services  
 19 Fund Account, for grants-in-aid to state agencies and local governments for  
 20 matching funds to implement approved programs through the Federal Drug Law  
 21 Enforcement Program for the biennial period ending June 30, 2003, the  
 22 following:

ITEM NO.	FISCAL YEARS	
	2001-2002	2002-2003
(01) DRUG LAW ENFORCEMENT PROGRAM	<u>\$ 1,185,000</u>	<u>\$ 1,185,000</u>

28 SECTION 12. APPROPRIATION - DRUG LAW ENFORCEMENT PROGRAM - FEDERAL. There  
 29 is hereby appropriated, to the Department of Finance and Administration -  
 30 Management Services Division, to be payable from the federal funds as  
 31 designated by the Chief Fiscal Officer of the State, for personal services,  
 32 operating expenses and distribution of federal funds to state agencies and  
 33 local governments under the Drug Law Enforcement Program of the Department of  
 34 Finance and Administration - Management Services Division - Drug Law  
 35 Enforcement for the biennial period ending June 30, 2003, the following:

ITEM NO.	FISCAL YEARS	
	2001-2002	2002-2003
(01) REGULAR SALARIES	\$ 191,997	\$ 196,990
(02) PERSONAL SERV MATCHING	49,460	50,357
(03) MAINT. & GEN. OPERATION		
(A) OPER. EXPENSE	29,505	29,505
(B) CONF. & TRAVEL	3,500	3,500
(C) PROF. FEES	130,000	130,000
(D) CAP. OUTLAY	0	0
(E) DATA PROC.	6,000	6,000
(04) GRANTS/AIDS – DRUG ENFORCEMENT & PROSECUTION/ CRIME PREVENTION/ JUVENILE CRIME REDUCTION/ VIOLENT CRIME PROSECUTION & DEFENSE	9,000,000	9,000,000
(05) REIMBURSEMENTS AND REFUNDS	<u>200,000</u>	<u>200,000</u>
TOTAL AMOUNT APPROPRIATED	<u>\$ 9,610,462</u>	<u>\$ 9,616,352</u>

16

17 SECTION 13. EXTRA HELP - MARKETING AND REDISTRIBUTION. There is hereby  
 18 authorized, for the Department of Finance and Administration - Management  
 19 Services Division – Marketing and Redistribution for the 2001-2003 biennium,  
 20 the following maximum number of part-time or temporary employees, to be known  
 21 as "Extra Help", payable from funds appropriated herein for such purposes:  
 22 one (1) temporary or part-time employees, when needed, at rates of pay not to  
 23 exceed those provided in the Uniform Classification and Compensation Act, or  
 24 its successor, or this act for the appropriate classification.

25

26 SECTION 14. APPROPRIATION - MARKETING AND REDISTRIBUTION. There is hereby  
 27 appropriated, to the Department of Finance and Administration - Management  
 28 Services Division, to be payable from the Property Sales Holding Fund, for  
 29 personal services and operating expenses of the Department of Finance and  
 30 Administration - Management Services Division – Marketing and Redistribution  
 31 for the biennial period ending June 30, 2003, the following:

32

ITEM NO.	FISCAL YEARS	
	2001-2002	2002-2003
(01) REGULAR SALARIES	\$ 402,396	\$ 412,860
(02) EXTRA HELP	5,000	5,000

36

1	(03) PERSONAL SERV MATCHING	120,400	122,288
2	(04) MAINT. & GEN. OPERATION		
3	(A) OPER. EXPENSE	71,405	71,405
4	(B) CONF. & TRAVEL	1,000	1,000
5	(C) PROF. FEES	0	0
6	(D) CAP. OUTLAY	22,000	20,000
7	(E) DATA PROC.	0	0
8	(05) UNANTICIPATED REPAIRS	500,000	500,000
9	(06) PURCHASE DATA PROCESSING	<u>24,000</u>	<u>24,000</u>
10	TOTAL AMOUNT APPROPRIATED	<u>\$ 1,146,201</u>	<u>\$ 1,156,553</u>

11

12 SECTION 15. APPROPRIATION - MESSENGER SERVICES. There is hereby  
 13 appropriated, to the Department of Finance and Administration - Management  
 14 Services Division, to be payable from the State Central Services Fund, for  
 15 operating expenses of the Department of Finance and Administration -  
 16 Management Services Division - Messenger Services for the biennial period  
 17 ending June 30, 2003, the following:

18

19	ITEM	FISCAL YEARS	
20	<u>NO.</u>	<u>2001-2002</u>	<u>2002-2003</u>
21	(01) MAINT. & GEN. OPERATION		
22	(A) OPER. EXPENSE	161,200	177,320
23	(B) CONF. & TRAVEL	0	0
24	(C) PROF. FEES	0	0
25	(D) CAP. OUTLAY	0	0
26	(E) DATA PROC.	<u>0</u>	<u>0</u>
27	TOTAL AMOUNT APPROPRIATED	<u>\$ 161,200</u>	<u>\$ 177,320</u>

28

29 SECTION 16. EXTRA HELP - QUICK COPY. There is hereby authorized, for the  
 30 Department of Finance and Administration - Management Services Division -  
 31 Quick Copy for the 2001-2003 biennium, the following maximum number of part-  
 32 time or temporary employees, to be known as "Extra Help", payable from funds  
 33 appropriated herein for such purposes: three (3) temporary or part-time  
 34 employees, when needed, at rates of pay not to exceed those provided in the  
 35 Uniform Classification and Compensation Act, or its successor, or this act for  
 36 the appropriate classification.

SECTION 17. APPROPRIATION - QUICK COPY SERVICE CENTER. There is hereby appropriated, to the Department of Finance and Administration - Management Services Division, 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 for the biennial period ending June 30, 2003, the following:

ITEM NO.	FISCAL YEARS	
	2001-2002	2002-2003
(01) REGULAR SALARIES	\$ 104,362	\$ 107,075
(02) EXTRA HELP	10,000	10,000
(03) PERSONAL SERV MATCHING	31,447	31,937
(04) MAINT. & GEN. OPERATION		
(A) OPER. EXPENSE	318,600	318,600
(B) CONF. & TRAVEL	6,000	6,000
(C) PROF. FEES	0	0
(D) CAP. OUTLAY	0	0
(E) DATA PROC.	0	0
(05) REFUNDS/REIMBURSEMENTS	<u>10,000</u>	<u>10,000</u>
TOTAL AMOUNT APPROPRIATED	<u>\$ 480,409</u>	<u>\$ 483,612</u>

SECTION 18. APPROPRIATION - EMPLOYEE BENEFITS DIVISION. There is hereby appropriated, to the Department of Finance and Administration - Management Services Division - Employee Benefits 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, 2003, the following:

ITEM NO.	FISCAL YEARS	
	2001-2002	2002-2003
(01) REGULAR SALARIES	\$ 1,113,825	\$ 1,142,781
(02) PERSONAL SERV MATCHING	309,807	315,024
(03) OVERTIME	12,000	12,000
(04) MAINT. & GEN. OPERATION		
(A) OPER. EXPENSE	624,375	624,375

1	(B) CONF. & TRAVEL	9,000	9,000
2	(C) PROF. FEES	425,000	425,000
3	(D) CAP. OUTLAY	10,000	10,000
4	(E) DATA PROC.	<u>0</u>	<u>0</u>
5	TOTAL AMOUNT APPROPRIATED	<u>\$ 2,504,007</u>	<u>\$ 2,538,180</u>

6  
7 SECTION 19. APPROPRIATION - DATA PROCESSING. There is hereby appropriated,  
8 to the Department of Finance and Administration - Management Services  
9 Division, to be payable from the State Central Services Fund, for costs for  
10 data processing, development, enhancement and operation of automated systems  
11 for the various offices of the Department of Finance and Administration -  
12 Management Services Division for the biennial period ending June 30, 2003, the  
13 following:

15	ITEM	FISCAL YEARS	
16	<u>NO.</u>	<u>2001-2002</u>	<u>2002-2003</u>
17	(01) DATA PROCESSING SERVICES	<u>\$ 1,819,090</u>	<u>\$ 1,819,090</u>

18  
19 SECTION 20. SPECIAL LANGUAGE. NOT TO BE INCORPORATED INTO THE ARKANSAS CODE  
20 NOR PUBLISHED SEPARATELY AS SPECIAL, LOCAL AND TEMPORARY LAW. LEGISLATIVE  
21 STAFF CONSULTATION. The Department of Finance and Administration shall consult  
22 with the Legislative auditor and the director of budget function of the Bureau  
23 of Legislative Research throughout each stage of planning and implementation  
24 for any new statewide accounting system. This required consultation and  
25 involvement is to insure that those capabilities to provide the required  
26 services to members and committees of the General Assembly are incorporated  
27 into the system. The provisions of this section shall be in effect only from  
28 July 1, 2001 through June 30, 2003.

29  
30 SECTION 21. SPECIAL LANGUAGE. NOT TO BE INCORPORATED INTO THE ARKANSAS  
31 CODE NOR PUBLISHED SEPARATELY AS SPECIAL, LOCAL AND TEMPORARY LAW. MATCHING  
32 FUNDS. The funds appropriated in this Act for Drug Law Enforcement Matching  
33 Grants shall be used for matching funds for administering the Federal Grants  
34 provided in this Act for the Federal Drug Law Enforcement Program. The  
35 Department of Finance and Administration - Management Services Division is  
36 hereby authorized to call upon all state agencies to assist in the

1 implementation of the Drug Law Enforcement and Violent Crime Program. The  
2 funds appropriated in this Act for Drug Law Enforcement Matching Grants shall  
3 be used to provide one hundred percent (100%) of the required matching funds  
4 for state agencies and to provide up to sixty percent (60%) of the required  
5 matching funds for local governments. Such funds and appropriation shall be  
6 transferred to eligible state agencies or paid to local governments to be used  
7 solely for matching federal funds for administration of the Drug Law  
8 Enforcement and Violent Crime Program in such amounts as determined by the  
9 Arkansas Alcohol and Drug Abuse Coordinating Council or other oversight agency  
10 as designated by the Governor.

11 Any unexpended balances in appropriation and funds provided for Drug Law  
12 Enforcement Matching Grants in this act remaining on June 30, ~~2000~~ 2002, may  
13 be carried forward and used for the same purpose during the fiscal year ending  
14 June 30, ~~2001~~ 2003. The provisions of this section shall be in effect only  
15 from July 1, 2001 through June 30, 2003.

16

17 SECTION 22. SPECIAL LANGUAGE. NOT TO BE INCORPORATED INTO THE ARKANSAS  
18 CODE NOR PUBLISHED SEPARATELY AS SPECIAL, LOCAL AND TEMPORARY LAW. CARRY  
19 FORWARD PROVISION. Any savings in the various classifications of Maintenance  
20 and Operation appropriations provided for the Management Services Division  
21 during the fiscal year ending June 30, ~~2000~~ 2002, will be carried forward for  
22 budget preparation required for presentation to the Legislative Council or  
23 Joint Budget Committee. A like amount of funding will be carried forward in  
24 the appropriate fund account. A report of such balances carried forward will  
25 be made to the Legislative Council or the Joint Budget Committee. The  
26 provisions of this section shall be in effect only from July 1, 2001 through  
27 June 30, 2003.

28

29 SECTION 23. SPECIAL LANGUAGE. NOT TO BE INCORPORATED INTO THE ARKANSAS  
30 CODE NOR PUBLISHED SEPARATELY AS SPECIAL, LOCAL AND TEMPORARY LAW. TRANSFER  
31 OF FUNDS. In order that the Department of Finance and Administration may  
32 ensure efficient and effective messenger service, whether it be with state  
33 employees or private vendors, the Department is hereby authorized to transfer  
34 between the characters of Maintenance and Operation, Regular Salaries and  
35 Personal Services Matching, amounts as deemed necessary to provide said  
36 service. The provisions of this section shall be in effect only from July 1,

1 2001 through June 30, 2003.

2

3 SECTION 24. SPECIAL LANGUAGE. NOT TO BE INCORPORATED INTO THE ARKANSAS  
4 CODE NOR PUBLISHED SEPARATELY AS SPECIAL, LOCAL AND TEMPORARY LAW. DATA  
5 PROCESSING SERVICES - CARRY FORWARD PROVISION. The unexpended balances in the  
6 appropriation provided in Item (01) of Section 19 remaining on June 30, ~~2000~~  
7 2002, shall be made available and used for the same purpose during the fiscal  
8 year ending June 30, ~~2004~~ 2003. Like amounts of funding will be carried  
9 forward in the appropriate fund account. A report of such balances carried  
10 forward will be made to the Legislative Council or the Joint Budget Committee.  
11 The provisions of this section shall be in effect only from July 1, 2001  
12 through June 30, 2003.

13

14 SECTION 25. SPECIAL LANGUAGE. NOT TO BE INCORPORATED INTO THE ARKANSAS  
15 CODE NOR PUBLISHED SEPARATELY AS SPECIAL, LOCAL AND TEMPORARY LAW. In the  
16 event the monies available in the Property Sale Holding Fund are not adequate  
17 during any month of each year of the fiscal biennium, to meet the payroll  
18 commitments of the Department of Finance and Administration - Management  
19 Services Division - Marketing and Redistribution, for Regular Salaries and  
20 Personal Services Matching, the Chief Fiscal Officer of the State is hereby  
21 authorized to make loans, from time to time as needed, from the Budget  
22 Stabilization Trust Fund to the Property Sale Holding Fund to provide the  
23 monies required to meet the payroll and Personal Services Matching  
24 requirements for any such month. Provided that, if, at the end of each fiscal  
25 year, the Property Sale Holding Fund did not receive sufficient income to  
26 repay the entire amount of any such monies borrowed from the Budget  
27 Stabilization Trust Fund for the purposes, as authorized herein, the Chief  
28 Fiscal Officer of the State is hereby authorized to transfer from the State  
29 Central Services Fund such amount as is necessary to reimburse the Budget  
30 Stabilization Trust Fund in behalf of loans made to the Property Sale Holding  
31 Fund to reimburse the Budget Stabilization Trust Fund for the amount of any  
32 such loan remaining unpaid at the end of each fiscal year. The provisions of  
33 this section shall be in effect only from July 1, 2001 through June 30, 2003.

34

35 SECTION 26. SPECIAL LANGUAGE. NOT TO BE INCORPORATED INTO THE ARKANSAS  
36 CODE NOR PUBLISHED SEPARATELY AS SPECIAL, LOCAL AND TEMPORARY LAW. GUIDELINES

1 FOR ADVISORY COMMISSIONS. Where advisory bodies are specified by state or  
2 federal legislation or guidelines to act in conjunction with the entity or  
3 organization designated to administer funds of the Victims of Crime Act  
4 (VOCA), the STOP Violence Against Women Act (VAWA), and the Family Violence  
5 Prevention and Services Act (FVPSA), the duties and protocol of those advisory  
6 bodies, as well as responsibilities of the state administrative agency, shall  
7 include, but not be limited to the following:

8  
9 (1) Advisory bodies shall develop and finalize a Request For Proposal  
10 activity calendar, in a cooperative effort with the state administrative  
11 agency, six (6) months prior to the start of the upcoming funding cycle.

12  
13 (a) Advisory bodies shall establish procedures and dates, in a  
14 cooperative effort with the state administrative agency, for review of  
15 subgrant funding applications for each funding cycle. The state  
16 administrative agency shall provide copies of subgrant applications submitted  
17 for review to each member of the relevant advisory body.

18  
19 (b) Advisory bodies shall meet, in a cooperative effort with the state  
20 administrative agency, to review and advise the state administrative agency on  
21 subgrant application forms for each upcoming subgrant funding cycle no later  
22 than thirty (30) days prior to the scheduled date of mailing of application  
23 forms. The state administrative agency shall provide drafts of all necessary  
24 subgrant application forms to each member of the relevant advisory boards as  
25 required for the joint and cooperative review processes.

26  
27 (c) Advisory bodies shall establish a specified number of days, in  
28 cooperation with the state administrative agency, that potential applicants  
29 will be given to submit completed subgrant funding applications, from the time  
30 application forms are ready for distribution, and establish deadlines, in  
31 cooperation with the state administrative agency, for receiving subgrant  
32 applications.

33  
34 (d) Advisory bodies shall establish dates, in cooperation with the state  
35 administrative agency, of subgrant application technical assistance training  
36 sessions recommended by the advisory body.

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(e) Advisory bodies shall develop, in cooperative effort with the state administrative agency, subgrant applicant appeal process procedures.

(2) Each advisory body member shall be provided copies of current federal and state guidelines, and formal interpretations by the state administrative agency.

(3) Advisory bodies shall review each subgrant application and advise the state administrative agency on recommended funding amounts for each subgrant project.

(4) Applications, guidelines, and other forms shall be made available to the advisory committee on computer diskette, or other electronic media by the state administrative agency.

(5) Quarterly reports by the designated state administrative agency, which reflect subgrantee and administrative financial activity, will be given to the chairperson of each separate advisory body and to the Governor within ten (10) working days of the completion of such reports.

(6) Within ninety (90) days following the start of a subgrant funding cycle, each respective advisory body, in cooperation with the state administrative agency, shall jointly convene separate focus groups made up of a representative sample of those programs or individuals who applied for funds through the VOCA, VAWA or FVPSA Grant Programs in the most recent funding cycle. These meetings are for the purpose of evaluating the effectiveness and responsiveness of the application, application review and funding recommendation process, in order to maintain the integrity of those processes. Reports of these meetings shall be given to the chairperson of each separate advisory body and to the Governor within ten (10) working days of the completion of such meetings.

It is intended that this language reflect the requirement that the designated advisory bodies identified above, and designated state administrative agency act in a cooperative, supportive and responsive role in the processes outlined

1 above. The provisions of this section shall be in effect only from July 1,  
2 2001 through June 30, 2003.

3  
4 SECTION 27. SPECIAL LANGUAGE. NOT TO BE INCORPORATED INTO THE ARKANSAS  
5 CODE NOR PUBLISHED SEPARATELY AS SPECIAL, LOCAL AND TEMPORARY LAW.  
6 CONTINGENCY RESTRICTION. Expenditures shall not be made from the Marketing and  
7 Redistribution Unanticipated Repairs Appropriation Character unless approved  
8 by the Chief Fiscal Officer of the State. The provisions of this section  
9 shall be in effect only from July 1, 2001 through June 30, 2003.

10  
11 SECTION 28. SPECIAL LANGUAGE. NOT TO BE INCORPORATED INTO THE ARKANSAS CODE  
12 NOR PUBLISHED SEPARATELY AS SPECIAL, LOCAL AND TEMPORARY LAW. APPROPRIATION  
13 TRANSFER.

14 (a) Upon determination by the Director of the Department of Finance and  
15 Administration that transfers within the Department is necessary for the  
16 efficient and effective operation of the Department, the Director, with  
17 approval of the Governor and Arkansas Legislative Council or Joint Budget  
18 Committee, shall have the authority to transfer positions and appropriations  
19 within or between existing and newly created divisions, offices, sections, or  
20 units of the Department. If it is determined that the requested transfer  
21 should be made, the Chief Fiscal Officer of the State shall then initiate the  
22 necessary transfer documents to reflect the transfers upon the fiscal records  
23 of the State Treasurer, the State Auditor, the Chief Fiscal Officer of the  
24 State, and the Department of Finance and Administration.

25 (b) Determining the maximum number of employees and the maximum amount of  
26 appropriation and general revenue funding for a state agency each fiscal year  
27 is the prerogative of the General Assembly. This is usually accomplished by  
28 delineating such maximums in the appropriation act(s) for a state agency and  
29 the general revenue allocations authorized for each fund and fund account by  
30 amendment to the Revenue Stabilization Law. Further, the General Assembly has  
31 determined that the Department of Finance and Administration may operate more  
32 efficiently if some flexibility is provided to the Department of Finance and  
33 Administration authorizing broad powers under the Appropriation Transfer  
34 provisions herein. Therefore, it is both necessary and appropriate that the  
35 General Assembly maintain oversight by requiring prior approval of the Arkansas  
36 Legislative Council or Joint Budget Committee as provided by this section. The

1 requirement of approval by the  
2 Arkansas Legislative Council or Joint Budget Committee is not a severable part  
3 of this section. If the requirement of approval by the Arkansas Legislative  
4 Council or Joint Budget Committee is ruled unconstitutional by a court  
5 jurisdiction, this entire section is void. The provisions of this section shall  
6 be in effect only from July 1, 2001 through June 30, 2003.

7  
8 SECTION 29. NOT TO BE INCORPORATED INTO THE ARKANSAS CODE NOR PUBLISHED  
9 SEPARATELY AS SPECIAL, LOCAL AND TEMPORARY LAW. FUND BALANCES. (A) For all  
10 appropriations as provided in this Act, the agency disbursing officer shall  
11 monitor the level of fund balances in relation to expenditures on a monthly  
12 basis. If any proposed expenditures would cause a fund balance to decline to  
13 less than fifty percent (50%) of the balance available on July 1, 2001, the  
14 disbursing officer shall immediately notify the executive head of the agency.  
15 Prior to any obligations being made under these circumstances, the agency  
16 head shall file written documentation with the Chief Fiscal Officer of the  
17 State requesting approval of the expenditures. Such documentation shall  
18 provide sufficient financial data to justify the expenditures and shall  
19 include the following:

- 20 1) a plan that clearly indicates the specific fiscal impact of such  
21 expenditures on the fund balance.
- 22 2) information clearly indicating and explaining what programs would be cut or  
23 any other measures to be taken by the agency to restore the fund balance.
- 24 3) the extent to which any of the planned expenditures are for one-time costs  
25 or one-time purchase of capitalized items.
- 26 4) a statement certifying that the expenditure of fund balances will not  
27 jeopardize the financial health of the agency, nor result in a permanent  
28 depletion of the fund balance.

29 (B) The Chief Fiscal Officer of the State shall review the request and  
30 approve or disapprove all or any part of the request , after having sought  
31 prior review by the Legislative Council.

32  
33 SECTION 30. COMPLIANCE WITH OTHER LAWS. Disbursement of funds authorized  
34 by this act shall be limited to the appropriation for such agency and funds  
35 made available by law for the support of such appropriations; and the  
36 restrictions of the State Purchasing Law, the General Accounting and Budgetary

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

6  
7 SECTION 31. LEGISLATIVE INTENT. It is the intent of the General Assembly  
8 that any funds disbursed under the authority of the appropriations contained  
9 in this act shall be in compliance with the stated reasons for which this act  
10 was adopted, as evidenced by the Agency Requests, Executive Recommendations  
11 and Legislative Recommendations contained in the budget manuals prepared by  
12 the Department of Finance and Administration, letters, or summarized oral  
13 testimony in the official minutes of the Arkansas Legislative Council or Joint  
14 Budget Committee which relate to its passage and adoption.

15  
16 SECTION 32. EMERGENCY CLAUSE. It is found and determined by the General  
17 Assembly, that the Constitution of the State of Arkansas prohibits the  
18 appropriation of funds for more than a two (2) year period; that the  
19 effectiveness of this Act on July 1, 2001 is essential to the operation of the  
20 agency for which the appropriations in this Act are provided, and that in the  
21 event of an extension of the Regular Session, the delay in the effective date  
22 of this Act beyond July 1, 2001 could work irreparable harm upon the proper  
23 administration and provision of essential governmental programs. Therefore, an  
24 emergency is hereby declared to exist and this Act being necessary for the  
25 immediate preservation of the public peace, health and safety shall be in full  
26 force and effect from and after July 1, 2001.

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29 APPROVED: 2/7/2001  
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