

ARKANSAS BUDGET SYSTEM
AGENCY PROGRAM COMMENTARY
1995 - 1997

BACKGROUND

The Department of Computer Services (DCS) continues to pursue its goal of providing the highest quality data processing and telecommunication services in the most economical manner. The challenges presented during the past biennium along with those anticipated during the 95-97 Biennium in both of these areas must be met if the State of Arkansas is to stay in step with emerging technologies which will aid agencies and institutions deliver the service demanded by their customers, the citizens of Arkansas. With the beginning of the 93-95 Biennium DCS became 100% funded from NON-REVENUE RECEIPTS. These revenues are comprised of moneys received from our customers in payment for services provided. Consequently, DCS must stay attuned to the ever changing needs of the agencies and institutions which we serve.

The budget request for the 95-97 Biennium is prioritized in the following major categories: 1) Restoration of the 5% deferral required under Act 494 of 1993; 2) Areas where increased workload exceeds our capacity; 3) Educational needs of our technical staff; 4) Overtime; 5) Expansion of services provided telecommunications customers; 6) Items which have increased in cost or need to be either replaced or enhanced; 7) Seven (7) areas identified as new program areas; 8) Increased rental expense and moving expenses; and 9) Upgrade/reclassification requests for existing personnel. It is critical to emphasize here that many of the items requested, while they might appear to be significant amounts of money, will result in a cost saving to agencies and institutions and are appropriation only. Our cost to provide a given service is recovered by charges to the users and is less than can be obtained independently.

FISCAL YEAR 1995-96

1) Restoration of 5% deferred under Act 494 of 1993:

A total of \$1,355,230 was deferred during the 94-95 Fiscal Year in accordance with Act 494 of 1993. This request is made in order for DCS to have the authority to meet normal growth in volume of business through purchase of telecommunications services and additional data processing equipment.

2) Workload related requests:

A total of 43 additional positions are needed to meet known requirements where staffing is below what is needed to meet the growth DCS has experienced in the past two years. Staffing levels have been held to a very minimum for the past ten years with major emphasis on identifying areas where consolidation and reassignment of functions could accomplish new objectives. Favorable consideration of this request, along with the newly requested programs explained below, will only return DCS to within three positions of its authorized strength during the 1979-81 Biennium. We remain committed to only adding staff where service needs dictate. During the past two years DCS has experienced situations where customer requests have been made and there were insufficient resources to correctly meet the need. The following statistical information is representative of the types of increases experienced throughout the department:

Fiscal Section (4): This administrative support area has experienced significant growth in volume of work over the past five years. Examples of growth in workload include a 38% increase in the number of accounts payable vouchers processed; a 23% increase in the number of warrants issued; a 30% increase in the number of purchase requests processed; a 43% increase in the number of inventory transactions processed; a 60% increase in the number of customer invoices issued; and a 243% increase in the number of terminal transactions processed for accounts receivable. Additionally, there have been many new services delivered for which a price to be charged our customers

AGENCY DEPARTMENT OF COMPUTER SERVICES	DIRECTOR JOHN A. KENNEDY	AGENCY PROGRAM COMMENTARY BR21	PAGE 102
--	------------------------------------	--	--------------------

ARKANSAS BUDGET SYSTEM
AGENCY PROGRAM COMMENTARY
1995 - 1997

Public School Computer Network. The consolidated pool of telecommunications needs managed by a central focal point will prove to be the most cost effective approach for all parties. These requested positions represent the nucleus of the technical staff required to meet these needs.

3) Technical Training for DCS Staff: There are many technological changes which are emerging in both the telecommunications and data processing fields. Included in our request for this year is \$37,250 in additional appropriation distributed across the various cost centers for technical training of our staff.

4) Overtime: An additional \$16,617 is requested due to anticipated costs in classifications now covered under the Fair Labor Standards Act which had been exempted previously.

5) Expansion of Telecommunications Service: An increase of \$2,451,600 is requested to provide authorization to continue implementation of the statewide network services in voice, data, and video. As agencies and institutions begin to join the statewide services, appropriation is necessary to pay the vendors for services which are subsequently billed to our customers. Implementation of this statewide network service is anticipated to save state agency, higher educational, and public school users 25-50% based on their cost to obtain these same services individually. Additionally, this statewide network can serve as the stepping stone to the national information superhighway. Long distance costs for current customers have just been reduced by 20-40%.

6) Program Support Expenses: Appropriations in the amount of \$75,243 is requested to pay additional fees for library resource materials, replace some obsolete furniture and equipment, facility renovation costs to expand the MIS tape library, and add a service vehicle for delivering and servicing equipment.

7) New Programs:

Personal Computer Programming Services: Six (6) positions are requested to begin providing personal computer programming services to customers connected to the mainframe and begin providing the capability to download data from the mainframe to a personal computer workstation using Local Area Network or E-Mail connectivity.

Local Area Network Technical Services: Three (3) positions are requested to provide technical assistance to agencies wishing to set up a LAN, develop a Kiosk application, establish connectivity to Internet, etc. Many agencies can not afford the expense to develop their own technical expertise. As the central data processing service bureau, DCS has been asked to provide this service.

Geographic Information System Coordinator: A Technical Planning Specialist I (Grade 26) is requested to serve in the capacity of Geographic Information System Coordinator for the State of Arkansas. DCS serves as the central coordination point for activities where data is shared by agencies and institutions at all levels of government within Arkansas. A position was requested at this grade level but approved at a Grade 22 during the last biennium. Efforts to hire at this salary level were fruitless and the Grade 22 position was reassigned to another area to be used in support of local area network activities which have grown beyond expectations.

Automated Tape Library: With the growth in the volume of business in our data center averaging 21% per year, the number of computer tapes storing data has grown in a proportional amount. Also, the number of tapes being mounted increased by 24,000 last year. These factors coupled with the limited floor space leads DCS to consider alternative ways to store and retrieve tapes. Two automated tape library units are proposed at a cost of \$350,000 each, with the first unit to be installed this year.

AGENCY

DEPARTMENT OF COMPUTER SERVICES

DIRECTOR

JOHN A. KENNEDY

**AGENCY
PROGRAM
COMMENTARY
BR21**

PAGE

103

**ARKANSAS BUDGET SYSTEM
AGENCY PROGRAM COMMENTARY
1995 - 1997**

must be developed within state and federal guidelines. It was previously felt a single rate specialist position would be able to maintain both the data processing and telecommunications rate structures. However, that is not the case as the one position we have has been devoted entirely to telecommunications.

Production Services (3): One of the critical steps in a smoothly run data processing service bureau is the proper sequential scheduling of work for a customer. With the exception of the Department of Human Services, who we believe will begin in FY 95-96, all of our customers use our scheduling system procedures. The number of jobs processed has increased by 10% during the past year. With the increase in new systems under development (i.e. A 30% increase over the present Child Support system is estimated) and maintenance to existing systems, the volume is expected to increase significantly during the next two years. Moving higher volume productional jobs to nights and weekends will necessitate our staffing off-shifts with additional personnel.

Data Proc. Operations (6): In the past ten years the number of computer hours representing volume of work processed has grown from less than ten thousand hours to in excess of sixty thousand hours per year. Our average increase in batch workload for the past five years has been 21% per year. The number of tape mounts increased by 24,000 in FY94 and will continue to grow with the number of new jobs. While we added one position to the operations area in the last year because of this growth, additional requirements still exist for distribution to shifts as necessary to meet required deadlines.

Data Base Admin. (1): As the number of systems increase, maintaining the data integrity is critical to sound data processing management. The anticipated growth of new applications and the number of programmers necessary to meet new demands will place additional workload on the data base area necessitating a staff increase of one position.

Applications Dev. (11): An addition of ten programmer positions and one manager is requested to meet the needs of new and expanded programs anticipated. Many agencies will have to begin exploration of the impact on their systems of the century date change. These positions will be necessary to adjust, modify, or rewrite systems prior to the year 2000.

Quality Assurance (2): Development and maintenance of systems in accordance with security and programming standards is essential to the overall integrity of a quality data processing environment. The number of new programs written which must be checked for security and programming standards has placed an unrealistic workload on present staff. These two positions are intended to rectify that problem.

Data Communications (4): The growing dependence on communications resources to meet the needs of the citizens state agencies serve requires enhancement of support services. DCS has consolidated the technical support (commonly referred to as Help Desk) functions for telecommunications and data processing. With the growth of our customer base and support of network growth in new technological capabilities, additional technicians will be necessary. DCS plans to provide technical support services for INTERNET access by state agencies and Help Desk functions to the higher education institutions served by ARKnet and the new public school computer network.

Telecommunications Services (12): Technical support service requirements in conjunction with the design, engineering, implementation, and maintenance of telecommunications services for our customers necessitates a request for twelve additional positions. These positions will be used to meet the expected new demands from distance learning, telemedicine, electronic benefits transfer, digitized driver license, and INTERNET access projects. Arkansas is positioned to take advantage of new technological advancements anticipated in conjunction with the national information superhighway as a result of the cooperative effort between DCS, ARKnet and the Arkansas

AGENCY DEPARTMENT OF COMPUTER SERVICES	DIRECTOR JOHN A. KENNEDY	AGENCY PROGRAM COMMENTARY BR21	PAGE 104
--	------------------------------------	---	------------------------

ARKANSAS BUDGET SYSTEM
AGENCY PROGRAM COMMENTARY
1995 - 1997

Disaster Recovery Center: Authorization is requested to spend \$1,000,000 to begin development of a disaster recovery center. Such a center would serve as a multifunctional storage facility as well as an alternative computer facility should some event disable the primary location. This has been recommended by federal auditors.

Career Path Training: Training of new employees and management to prepare them for promotional opportunities is becoming more critical as a result of many new challenges we must meet in the workplace. A program is proposed to be implemented for DCS employees at a cost of \$25,000.

Drug Testing/Flu Vaccine: DCS proposes to implement a drug testing program for new employees and to provide yearly flu vaccine inoculations for employees at a cost of \$500.

8) Rental and Moving Expense: DCS has been notified by SBS to expect a 10% increase in our rent for space located at #1 Capitol Mall. This will increase our expense by \$32,750 per year. With the expiration of our lease in the Koger Center in August 1995, DCS may need to move to a different location. The cost of moving is estimated at \$25,000.

9) Upgrade and Reclassifications: Several of the current positions authorized are being requested for either upgrade or reclassification. The total estimated cost for essential activity is estimated to be \$160,351.

FISCAL YEAR 1996-97

A continuation of those programs requested for Fiscal Year 1995-96 is requested during this year. No new requests are made during this year however, the costs to continue them may fluctuate up or down slightly.

AGENCY DEPARTMENT OF COMPUTER SERVICES	DIRECTOR JOHN A. KENNEDY	AGENCY PROGRAM COMMENTARY BR21	PAGE 105
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DEPARTMENT OF COMPUTER SERVICES
SUMMARY OF AUDIT FINDINGS AND RECOMMENDATIONS
FOR THE YEAR ENDED JUNE 30, 1992

	Fund Types		Total
	Proprietary	Fiduciary	
Assets	\$ 15,169,469.25	\$ 857.50	\$ 15,170,326.75
Liabilities	5,221,475.83	857.50	5,222,333.33
Fund Equity	9,947,993.42		9,947,993.42
Revenues	21,940,395.23	13,380.00	21,953,775.23
Expenses	20,188,017.25	13,545.00	20,201,562.25
Other Financing Sources (Uses)	(446,107.56)		(446,107.56)

Findings

None.

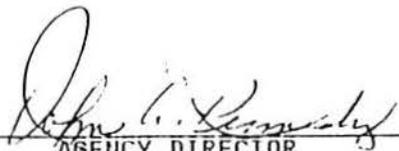
Recommendations

None.

ARKANSAS BUDGET SYSTEM
EMPLOYMENT SUMMARY
AS REQUIRED BY ACT 358 OF 1993

AGENCY TITLE 470 - DEPT OF COMPUTER SVCS

	MALE	FEMALE	TOTAL	PERCENTAGE OF TOTAL
WHITE EMPLOYEES	<u>90</u>	<u>65</u>	<u>155</u>	<u>86%</u>
BLACK EMPLOYEES	<u>5</u>	<u>13</u>	<u>18</u>	<u>10%</u>
EMPLOYEES OF OTHER RACIAL MINORITIES	<u>3</u>	<u>4</u>	<u>7</u>	<u>4%</u>
TOTAL EMPLOYED AS OF			<u>25</u>	<u>14%</u>
08/27/94			TOTAL MINORITIES	
DATE			<u>180</u>	<u>100%</u>
			TOTAL EMPLOYEES	



 AGENCY DIRECTOR

SUMMARY
STATUS OF NEW PROGRAMS/EXPANSIONS AUTHORIZED BY THE 79TH GENERAL ASSEMBLY
AGENCY: DEPARTMENT OF COMPUTER SERVICES (470)

PROGRAM AUTHORIZED	# POS. AUTH.	AUTHORIZED APPROPRIATION		STATUS
		FY 93-94	FY 94-95	

APPROPRIATION: 191 - COMPUTER SERVICES -- OPERATIONS

<p>The Department received additional appropriation of \$1 million each fiscal year for the processing of telecommunication services; received 10 positions for the data processing needs of the new Child Support Enforcement program; 1 position for GIS applications; retention of 1 currently authorized position; and Capital Outlay for departmental needs. General Revenue funding was not provided for the Department, as a reflection of Cost Recovery Actions.</p>	12	\$1,512,439	\$1,631,329	<p>A total of 184 of the currently authorized 193 positions was utilized during FY94. All positions have been budgeted for use during FY95, as has 95% of the authorized appropriation.</p>
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APPROPRIATION: 288 - UNANTICIPATED SERVICES

No new programs or expansions in the 1993-95 biennium.

APPROPRIATION: 289 - EQUIPMENT ACQUISITION

No new programs or expansions in the 1993-95 biennium.

ARKANSAS BUDGET SYSTEM

DEPARTMENT APPROPRIATION SUMMARY

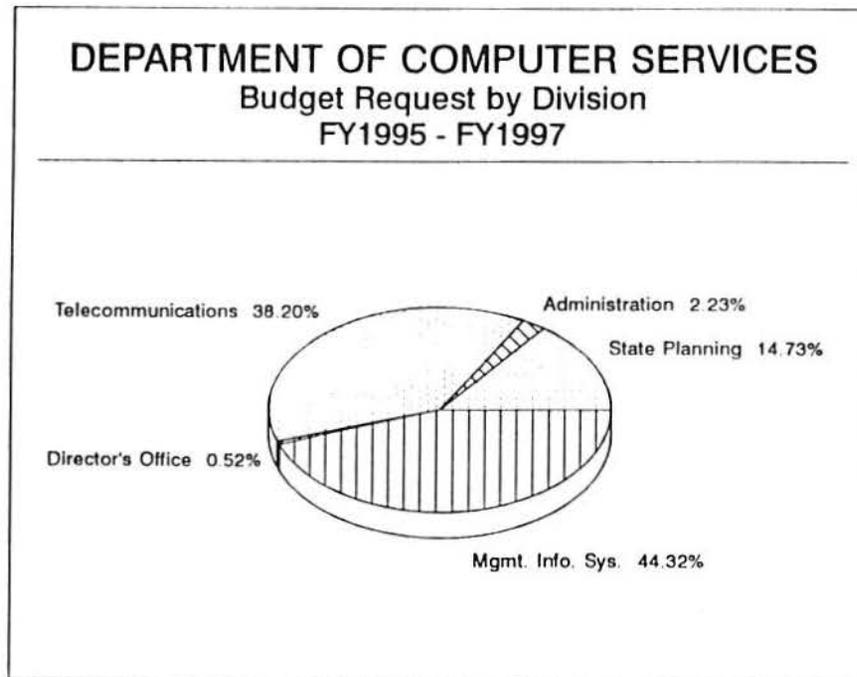
AGENCY TITLE		1993-95				1995-97				1995-97			
Department of Computer Services		Expenditures				Biennium Request				Executive Recommendation			
Appropriations		Actual	No. of	Budgeted	No. of	Year 1	No. of	Year 2	No. of	Year 1	No. of	Year 2	No. of
Code	Name	1993-94	Pos.	1994-95	Pos.	1995-96	Pos.	1996-97	Pos.	1995-96	Pos.	1996-97	Pos.
191	Computer Svc-Operations	\$23,439,812	184	\$25,766,676	193	\$34,030,101	246	\$33,145,414	246	\$27,618,644	206	\$27,942,986	206
288	Unanticipated Services			2,375,000		2,500,000		2,500,000		6,200,000		6,200,000	
289	Equipment Acquisition			2,375,000		2,500,000		2,500,000		2,500,000		2,500,000	
TOTALS		\$23,439,812	184	\$30,516,676	193	\$39,030,101	246	\$38,145,414	246	\$36,318,644	206	\$36,642,986	206
Funding Sources			% of		% of		% of		% of		% of		% of
Fund Balances		\$5,975,386	18.2%	\$9,340,131	24.1%	\$8,311,846	17.9%	\$7,513,351	16.8%	\$8,311,846	19.0%	\$7,513,351	17.3%
General Revenues													
Special Revenues													
Federal Funds													
Const. & Fiscal Agency Fund													
State Central Services Fund													
Non-Revenue Receipts		26,804,557	81.8%	29,488,391	75.9%	38,231,606	82.1%	37,302,684	83.2%	35,520,149	81.0%	35,800,256	82.7%
Cash Funds													
Other													
Total Funding		32,779,943	100.0%	38,828,522	100.0%	46,543,452	100.0%	44,816,035	100.0%	43,831,995	100.0%	43,313,607	100.0%
Excess Appro./ (Funding)		(9,340,131)		(8,311,846)		(7,513,351)		(6,670,621)		(7,513,351)		(6,670,621)	
TOTAL		\$23,439,812		\$30,516,676		\$39,030,101		\$38,145,414		\$36,318,644		\$36,642,986	
DEPARTMENT			DIRECTOR						DEPARTMENT APPROPRIATION SUMMARY				
DEPARTMENT OF COMPUTER SERVICES (470)			John Kennedy						BR 40				
									103				

ARKANSAS BUDGET SYSTEM DEPARTMENT PROGRAM SUMMARY

AGENCY TITLE	1993-95 Expenditures				1995-97 Biennium Request				1995-97 Executive Recommendation			
	Actual 1993-94	No. of Pos.	Budgeted 1994-95	No. of Pos.	Year 1 1995-96	No. of Pos.	Year 2 1996-97	No. of Pos.	Year 1 1995-96	No. of Pos.	Year 2 1996-97	No. of Pos.
Dept of Computer Services (470)												
Director's Office	\$189,407	3	\$191,773	3	\$197,229	3	\$201,293	3	\$191,773	3	\$191,773	3
State Planning	527,052	7	587,052	7	685,743	8	684,475	8	641,448	8	643,003	8
Administration	499,222	10	562,225	10	877,058	14	847,255	14	678,389	12	673,086	12
Telecommunications	11,530,040	30	11,438,641	30	14,709,461	42	14,772,767	42	11,578,962	30	11,578,962	30
Management Information Systems	10,694,091	145	12,986,985	143	17,560,610	179	16,639,624	179	14,528,072	153	14,856,162	153
Unanticipated Services			2,375,000		2,500,000		2,500,000		6,200,000		6,200,000	
Equipment Acquisition			2,375,000		2,500,000		2,500,000		2,500,000		2,500,000	
TOTALS	\$23,439,812	195	\$30,516,676	193	\$39,030,101	246	\$38,145,414	246	\$36,318,644	206	\$36,642,986	206
Funding Sources		% of Total		% of Total		% of Total		% of Total		% of Total		% of Total
Fund Balances	\$5,975,386	18.2%	\$9,340,131	24.1%	\$8,311,846	17.9%	\$7,513,351	16.8%	\$8,311,846	19.0%	\$7,513,351	17.3%
General Revenues												
Special Revenues												
Federal Funds												
Const. & Fiscal Agency Fund												
State Central Services Fund												
Non-Revenue Receipts	26,804,557	81.8%	29,488,391	75.9%	38,231,606	82.1%	37,302,684	83.2%	35,520,149	81.0%	35,800,256	82.7%
Cash Funds												
Other												
Total Funding	32,779,943	100.0%	38,828,522	100.0%	46,543,452	100.0%	44,816,035	100.0%	43,831,995	100.0%	43,313,607	100.0%
Excess Appro./ (Funding)	(9,340,131)		(8,311,846)		(7,513,351)		(6,670,621)		(7,513,351)		(6,670,621)	
TOTAL	\$23,439,812		\$30,516,676		\$39,030,101		\$38,145,414		\$36,318,644		\$36,642,986	
DEPARTMENT					DIRECTOR				DEPARTMENT PROGRAM SUMMARY			
DEPARTMENT OF COMPUTER SERVICES (470)					John Kennedy				BR 22			
									110			

**ARKANSAS BUDGET SYSTEM
ANALYSIS OF BUDGET REQUEST
1995 - 1997**

The 1995-97 biennial budget request of the Department of Computer Services reflects an overall increase in appropriation the first year of 32.7% over Base Level of \$25,746,576 and an increase in the second year of 28.7% over the same Base Level amount. Priorities total \$8,283,525 in FY96 and total \$7,398,838 in FY97, adding 53 positions to the 193 Base Level authorization-with Base Level representing the total position authorization as found in the Department's appropriation act. Funding to support the appropriation request is provided through revenue generated through service contracts with state agencies in the areas of applications development, design and programming, data processing, and telecommunication services. Graphically shown is the Department's operating budget request for the biennium as distributed by division.



<u>AGENCY</u>	<u>APPROPRIATION</u>	<u>TREASURY FUND</u>	<u>ANALYSIS OF BUDGET REQUEST</u>	<u>PAGE</u>
Name: Department of Computer Services Code: 470	Name: Computer Services - Operations Code: 191	Name: Computer Services Revolving Code: MHC	BR20	111

**ARKANSAS BUDGET SYSTEM
ANALYSIS OF BUDGET REQUEST
1995 - 1997**

Priorities as reflected in the attached documentation will contain Regular Salaries and Personal Services Matching costs as required to continue the current pay plan, as well as to implement a 2.5% cost of living increase each year of the upcoming biennium and to fund anticipated matching requirements. The total amount of appropriation requested as a priority attributed to this Pay Plan/Matching Cost implementation is reflected in the following schedule, by program area:

	FY96	FY97
Director's Office	\$ 5,456	\$ 9,520
State Planning	\$ 18,997	\$ 31,174
Administration	\$ 28,269	\$ 36,784
Telecommunications	\$ 68,143	\$ 98,151
Manage. Info. Sys.	<u>\$371,408</u>	<u>\$546,539</u>
	\$492,273	\$722,168

The remaining requested Priorities by program area will be discussed as follows:

DIRECTOR'S OFFICE

The Director's Office is comprised of the director of the Department as well as two support personnel. The total budget request for the Director's Office is \$197,229 in FY96 and \$201,293 in FY97, covering these three positions. No priorities, excluding the Pay Plan/Matching Costs, were requested.

STATE PLANNING

The State Planning Division is responsible for providing technical assistance as requested by any state agency in relation to the procurement of data processing or telecommunication technology. State Planning's total budget request for FY96 is \$685,743 and for FY97 is \$684,475, covering seven Base Level positions and one priority position. Of this amount, priorities excluding Pay Plan/Matching Costs, total \$79,694 in FY96 and \$66,249 in FY97. The main component of the priorities requested for this Division is geared towards the Geographic Information Systems program. The Division foresees the need for an additional DCS Technical Planning Specialist I (Grade 26) to develop and coordinate standards and information sharing policies for GIS applications. Authorization was approved for a Grade 22 position during the last legislative

<u>AGENCY</u>	<u>APPROPRIATION</u>	<u>TREASURY FUND</u>	<u>ANALYSIS OF BUDGET REQUEST</u>	<u>PAGE</u>
Name: Department of Computer Services Code: 470	Name: Computer Services - Operations Code: 191	Name: Computer Services Revolving Code: MHC	BR20	112

**ARKANSAS BUDGET SYSTEM
ANALYSIS OF BUDGET REQUEST
1995 - 1997**

session for this purpose, but the Department asserts that it cannot attract or hire a qualified applicant. However, that position has been budgeted in the current fiscal year and is a part of Base Level. The remaining priorities continue to emphasize the GIS Program, as well as encompassing operational costs necessary to continue the informational communication function of the Division.

ADMINISTRATION DIVISION

This program area covers Fiscal Management, Personnel Management, and Central Services. These areas provide the daily operational programs that enable the Department to run effectively and efficiently. The total budget request of the Administration Division is \$877,058 in FY96 and \$847,255 in FY97, covering 10 Base Level positions. The Division's priority budget request, excluding Pay Plan/Matching Costs, totals \$286,564 in FY96 and \$248,246 in FY97, adding four positions. The priority request for four additional positions would enable the Division to maintain efficiency in the supporting of the expansion of service offerings of the Department, as well as the increasing number of customers served. Overtime appropriation has been requested in order to provide required payment for extra hours worked by non-exempt employees as classified by the federal Fair Labor Standards Act. Operational costs are requested to provide for travel/training of existing staff; rental increases; publications, subscriptions, and on-line Human Resources information; career path training at \$25,000 annually; moving expenses; and drug testing/flu vaccines for employees (\$500 annually). Equipment and/or office furnishings are also requested by this Division.

TELECOMMUNICATIONS DIVISION

The Telecommunications Division provides statewide telecommunications services with enhanced voice applications in conjunction with developing a comprehensive high capacity digital infrastructure capable of supporting hi-cap data-networking and video transmission. This Division constitutes approximately 38% of the Department's operating budget request. The total budget request of the Telecommunications Division is \$14,709,461 in FY96 and \$14,772,767 in FY97, covering 30 Base Level positions. The Division's priority budget request, excluding Pay Plan/Matching Costs, totals \$3,210,677 in FY96 and \$3,243,975 in FY97, adding 12 positions. The majority of the request is supportive of normal growth and usage of the telecommunication capabilities provided to state government (\$2,451,600 in FY96 and \$2,496,600 in FY97), and the

<u>AGENCY</u>	<u>APPROPRIATION</u>	<u>TREASURY FUND</u>	<u>ANALYSIS OF BUDGET REQUEST</u>	<u>PAGE</u>
Name: Department of Computer Services Code: 470	Name: Computer Services - Operations Code: 191	Name: Computer Services Revolving Code: MHC	BR20	113

**ARKANSAS BUDGET SYSTEM
ANALYSIS OF BUDGET REQUEST
1995 - 1997**

restoration of appropriation reduced due to Act 494 of 1993 (\$148,321 annually). The addition of 12 positions and related operational costs totals \$592,788 in FY96 and \$580,640 in FY97. Position reclassifications and class upgrades constitute the remaining priority requests for the Telecommunications Division.

MANAGEMENT INFORMATION SYSTEMS

This large program area covering 143 Base Level positions, and has the responsibility of all data processing services which include applications development, system support, data base analyses, information processing, and operation support. Approximately 44% of the Department's operating budget request is reflected in this area. The total budget request of the MIS Division is \$17,560,610 in FY96 and \$16,639,624 in FY97, with the priority budget request, excluding Pay Plan/Matching Costs, totaling \$4,214,317 in FY96 and \$3,118,200 in FY97, adding 36 positions. A large portion of the requested priorities is found in the restoration of \$1,206,909 in appropriation that was unbudgeted in FY95 due to Act 494. Other priorities include reclassification of existing positions; 3 Production Schedulers positions; 6 DCS Lead Computer Technician positions; technical training costs for existing staff; 10 Lead Programmer/Analyst positions and one Application Manager; two positions in Quality Assurance; 4 Data Communication Technician II positions; one Data Base Specialist position; renovation expenses for the expansion of the MIS tape library; purchase price for an additional service van; 6 positions to provide PC programming for users connected to the mainframe in relation to downloading and/or uploading of data; expenses of a new automated tape library; and the acquisition cost and maintenance cost of a backup offsite center (this \$1,000,000 request has been submitted for the past three bienniums without favorable recommendation but is still felt to be of great importance to the Department).

NEW SPECIAL LANGUAGE REQUEST

In addition to the retention of existing special language, the Department of Computer Services has requested new language related to personnel issues within the Department. Special Rates of Pay have been requested on 19 various classifications of positions, with the rates applying to new and existing employees. The language would allow for pay increases up to Band IIM for various classifications, up to Band IIM for other classifications, and up to the maximum of Band IV on other classifications. Special Language has also been requested for the establishment of

<u>AGENCY</u>	<u>APPROPRIATION</u>	<u>TREASURY FUND</u>	<u>ANALYSIS OF BUDGET REQUEST</u>	<u>PAGE</u>
Name: Department of Computer Services Code: 470	Name: Computer Services - Operations Code: 191	Name: Computer Services Revolving Code: MHC	BR20	114

**ARKANSAS BUDGET SYSTEM
ANALYSIS OF BUDGET REQUEST
1995 - 1997**

a "Growth Pool" of 25 positions. These positions could be either classified or Grade 99 positions, and would be used to provide new or expanded data processing and telecommunications services with the Department.

EXECUTIVE RECOMMENDATION

The Executive Recommendation reflects appropriation totaling \$27,618,644 in FY96 and \$27,942,986 in FY97, which covers the Base Level budget request and the following priorities: restoration of currently authorized appropriation due to Act 494 of 1993; two additional positions and operational support for the Administration Division; three Production Scheduler positions and operational costs; three additional DCS Lead Computer Technician positions and operational costs; Overtime appropriation; three Senior Programmer/Analyst and one programmer Analyst/Staff Specialist to provide PC support; one Technical Planning Specialist for the GIS Program; appropriation authorization for the purchase of an Automated Tape Library in FY97; and appropriation to cover the increased rental costs anticipated by the State Building Services. Position reclassifications and upgrades are reflected as recommended. Further, the Executive Recommendation on position classification for new positions may vary from the Department's request. While the costs included in the Agency Request under "SALARY/MATCHING COST FOR BASE POSITIONS (P13)" reflect the appropriation needed for personal services above the Base Level and a 2.5% payplan increase on July 1 of each year of the biennium along with the accompanying employee matching requirements, the Executive Recommendation for the State Payplan will be presented for Legislative Recommendation as scheduled on December 7, 1994.

Further, the Executive Recommendation supports other priority requests of the Department, but are of a more contingent nature to meet potential future needs of state government. These priorities are reflected on the "Program/Service Information List-Rank by Appropriation" form. In order to provide the Department with the flexibility to meet ever changing requirements of state government and technology, the Executive Recommendation reflects special language for the establishment of a growth pool within the Department, giving the Department the use of up to 50 extra classified positions from which to meet the requirements of its users. Also, the Executive Recommendation reflects the establishment of a "Contingency Appropriation" (as found under Appropriation 288) and governing special language which would allow the Department to utilize up to an additional \$3.7 million each fiscal year also for the requirements of its users. The Special Language requests for the establishment of special rates of pay was not approved.

<u>AGENCY</u>	<u>APPROPRIATION</u>	<u>TREASURY FUND</u>	<u>ANALYSIS OF BUDGET REQUEST</u>	<u>PAGE</u>
Name: Department of Computer Services Code: 470	Name: Computer Services - Operations Code: 191	Name: Computer Services Revolving Code: MHC	BR20	115

ARKANSAS BUDGET SYSTEM

CHARACTER TITLE	-----EXPENDITURES-----			94-95			-----95-96 FISCAL YEAR-----			-----96-97 FISCAL YEAR-----			-----R E C O M M E N D A T I O N S-----			
	93-94	94-95	94-95	95-96		96-97		96-97		EXECUTIVE		LEGISLATIVE				
	ACTUAL	BUDGETED	AUTHORIZED APPRO	BASE	PRIORITY PROGRAMS	TOTAL REQUEST	BASE	PRIORITY PROGRAMS	TOTAL REQUEST	95-96	96-97	95-96	96-97			
REGULAR SALARIES	6,307,276	7,506,469	7,510,451	7,506,469	1,910,644	9,417,113	7,506,469	2,147,685	9,654,154	7,794,544	7,801,746					
NUMBER OF POSITIONS	184	193	193	193	53	246	193	53	246	206	206					
EXTRA HELP	20,866	88,356	88,356	88,356	0	88,356	88,356	0	88,356	88,356	88,356					
NUMBER OF POSITIONS	9	9	9	9	0	9	9	0	9	9	9					
PERSONAL SERV MATCHING	1,561,339	1,812,241	1,805,431	1,812,241	694,508	2,506,749	1,812,241	738,225	2,550,466	1,909,714	1,911,014					
OVERTIME	24,796	36,100	22,000	22,000	14,100	36,100	22,000	14,100	36,100	36,100	36,100					
OPERATING EXPENSES	11,082,426	11,143,104	11,291,425	11,143,104	2,365,114	13,508,218	11,143,104	2,811,669	13,954,773	11,381,655	11,363,495					
CONF FEES & TRAVEL	80,727	86,544	86,544	86,544	103,250	189,794	86,544	87,750	174,294	96,504	96,504					
PROF FEES & SERVICES	24,590	58,878	58,878	58,878	25,000	83,878	58,878	25,000	83,878	58,878	58,878					
CAPITAL OUTLAY	12,638	15,960	15,960	9,960	0	9,960	9,960	0	9,960	9,960	9,960					
DATA PROCESSING	4,325,154	5,019,024	6,225,953	5,019,024	3,170,909	8,189,933	5,019,024	1,574,409	6,593,433	6,242,933	6,576,933					
TOTAL	23,439,812	25,766,676	27,104,998	25,746,576	8,283,525	34,030,101	25,746,576	7,398,838	33,145,414	27,618,644	27,942,986					
PROPOSED FUNDING SOURCES			*****													
FUND BALANCES	4,273,209	6,430,876	*****	6,430,876		6,430,876	6,430,876		6,430,876	6,430,876	6,430,876					
GENERAL REVENUES			*****													
SPECIAL REVENUES			*****													
FEDERAL FUNDS			*****													
STATE CENTRAL SERVICES FUND			*****													
NON-REVENUE RECEIPTS	25,597,479	25,766,676	*****	25,746,576	8,283,525	34,030,101	25,746,576	7,398,838	33,145,414	27,618,644	27,942,986					
CASH FUNDS			*****													
OTHER			*****													
TOTAL FUNDING	29,870,688	32,197,552	*****	32,177,452	8,283,525	40,460,977	32,177,452	7,398,838	39,576,290	34,049,520	34,373,862					
EXCESS APPRO/ (FUNDING)	(6,430,876)	(6,430,876)	*****	(6,430,876)		(6,430,876)	(6,430,876)		(6,430,876)	(6,430,876)	(6,430,876)					
TOTAL	23,439,812	25,766,676	*****	25,746,576	8,283,525	34,030,101	25,746,576	7,398,838	33,145,414	27,618,644	27,942,986					

DEPT 012 DEPARTMENT OF COMPUTER SERVICES
 AGY 470 DEPARTMENT OF COMPUTER SERVICES
 APPRO 191 COMPUTER SERVICES -- OPERATIONS
 FUND HMC COMPUTER SERVICES REV-(4701)

APPROPRIATION SUMMARY

The FY95 Budgeted amount in Personal Services Matching exceeds the Authorized Amount due to the implementation of the pay plan during the 1993-95 biennium.

BR 215

116

Overtime appropriation was increased through the authority of the Overtime Holding Account.

ARKANSAS BUDGET SYSTEM

PROGRAM/SERVICE INFORMATION LIST

RAIK BY APPROPRIATION

01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19
RAIK	PROGRAM DESCRIPTION	FUND	ACCOUNTING INFORMATION	D E S	EXPENDITURES		-----1995 - 97 BIENNIAL REQUESTS-----						-----RECOMMENDATIONS-----					
					ACTUAL	BUDGETED	FY 1995 - 96			FY 1996 - 97			EXECUTIVE		LEGISLATIVE			
					93-94	94-95	REQUEST	REQUEST	REQUEST	REQUEST	1995-96	1996-97	1995-96	1996-97				
000		MHC	470 191	B	23,439,812 195	25,766,676 193	25,746,576 193				25,746,576 193				25,750,020 193	25,750,106 193		
000		MHC	470 191 SALARY/MATCHING COST FOR BASE POSITIONS	P13			492,273 0				722,168 0							
<p>Additional appropriation required above the Base Level for payment of salaries and anticipated personal services matching requirements for all current positions.</p>																		
001		MHC	470 191 031 20 TELECOMMUNICATIONS SERVICES	P03	0 0		148,321 0				148,321 0				148,321	148,321		
<p>This request will provide reinstatement of base level appropriation deferred for Fiscal Year 1995 in compliance with Act 494 of 1993. This appropriation is needed to continue implementation of agency requested expansion of statewide voice, data, and video applications. Also to support growth of voice long distance, equipment, high capacity lines, and frame relay. Without approval of this request agencies/institutions will be unable to avail themselves of the economy of scale inherent t in DCS' ability to provide enhanced services.</p>																		

DEPT 012 DEPARTMENT OF COMPUTER SERVICES
 AGY 470 DEPARTMENT OF COMPUTER SERVICES
 APPRO 191 COMPUTER SERVICES -- OPERATIONS

FUND MHC COMPUTER SERVICES REV-(470)

RAIK BY APPROPRIATION

BR 264

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		-----1995 - 97 BIENNIUM REQUESTS-----						-----RECOMMENDATIONS-----					
					---ACTUAL---	---BUDGETED---	-----FY 1995 - 96-----			-----FY 1996 - 97-----			-----EXECUTIVE-----		-----LEGISLATIVE-----			
					93-94	94-95	REQUEST	REQUEST	REQUEST	REQUEST	REQUEST	REQUEST	1995-96	1996-97	1995-96	1996-97		
001		HHC	470 191 043 45 SHARED RESOURCES	P02	0	0	1,206,909	0	1,206,909	0				1,206,909	1,206,909			
<p>This request will provide reinstatement of base level appropriation deferred for Fiscal Year 1995 in compliance with Act 494 of 1993. This appropriation is needed for the purchase of additional disk drives, optical storage devices for imaging, faster printers, micrographics, replacement of the halogen fire protection system, and upgrade the uninterrupted power supply.</p>																		
002		HHC	470 191 030 20 FISCAL MANAGEMENT	P01	0	0	155,614	4	145,569	4				65,807	60,481			
<p>This request will provide four new positions: two Accountants, one Financial Analyst Specialist, one Financial Analyst Manager plus matching and operation expenses. The complexity of the workload in this section has increased as a result of expanding service offerings, increased customer base, and the departmental and customer activities. Current staff level is unable to keep up with the increased workload. In addition, new systems must be designed and implemented to assimilate the types of accounting information needed to support cost accounting and rate setting activities associated with new services being offered by DCS.</p>																		
003		HHC	470 191 043 30 PRODUCTION SERVICES	P02	0	0	94,281	3	85,471	3				94,281	85,471			
<p>This request will provide three Production Scheduler positions plus matching and operating expenses. These positions are needed due to a 17 percent increased workload in production services on weekends and to strengthen the off-shift with additional personnel. The workload is projected to increase to 30 to 35 percent when Child Support Services and Department of Human Services Automated Scheduling System are added.</p>																		

DEPT 012 DEPARTMENT OF COMPUTER SERVICES
AGY 470 DEPARTMENT OF COMPUTER SERVICES
APPRO 191 COMPUTER SERVICES -- OPERATIONS

RANK BY APPROPRIATION

BR 264

FUND HHC COMPUTER SERVICES REV-(470)

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	1	
RANK	PROGRAM DESCRIPTION	FUND	ACCOUNTING INFORMATION	D E S	-----EXPENDITURES-----		-----1995 - 97 BIENNIUM REQUESTS-----						-----R E C O M M E N D A T I O N S-----						
					93-94	94-95	-----FY 1995 - 96-----			-----FY 1996 - 97-----			-----EXECUTIVE-----		-----LEGISLATIVE-----				
					0	0	REQUEST	REQUEST	REQUEST	REQUEST	REQUEST	REQUEST	1995-96	1996-97	1995-96	1996-97			
004		MHC	470 191 043 40 D P OPERATIONS	P02	0	0	191,766 6	0	0	174,234 6	0	0	0	0	87,771 * 3	78,795 * 3	0	0	
<p>This request will provide six new DCS lead Computer Technician positions, matching, and operation expenses. The need for these positions is directly related to increase in data processing programs run on weekends and of shifts plus projected increases due to implementation of new programs now in the development stages. The workload is presently growing at approximately 20 to 30 percent each year. With the growing workload of this department and the increased support demanded from DHS, it is important to keep the minimum number of personnel necessary to strength the off shifts.</p>															<p>*Remaining positions handled through Growth Pool and Contingency Appropriation.</p>				
005		MHC	470 191 044 20 DATA BASE ADMINISTRATION	P06	0	0	49,896 1	0	0	47,351 1	0	0	0	0	0	0	0	0	
<p>This request will provide one new Data Base Specialist position plus matching and operation expenses. This position is needed to support new, large programs in the development phase; new applications programming software; and the addition of ten new programmers</p>																			
006		MHC	470 191 042 10 APPLICATIONS DEVELOPMENT	P05	0	0	467,996 11	0	0	455,361 11	0	0	0	0	*	*	0	0	
<p>This request will provide for ten DCS Lead Programmer/Analysts and one DCS Application Manager and matching plus operating expenses. These positions are needed for new and expanded application programs..</p>															<p>*Ten Programmers handled through Growth Pool and Contingency Appropriation.</p>				

DEPT 012 DEPARTMENT OF COMPUTER SERVICES
AGY 470 DEPARTMENT OF COMPUTER SERVICES
APPRO 191 COMPUTER SERVICES -- OPERATIONS

FUND MHC COMPUTER SERVICES REV-(470)

RANK BY APPROPRIATION
BR 264

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		1995 - 97 BIENNIUM REQUESTS				RECOMMENDATIONS							
					ACTUAL	BUDGETED	FY 1995 - 96		FY 1996 - 97		EXECUTIVE		LEGISLATIVE					
					93-94	94-95	REQUEST	REQUEST	1995-96	1996-97	1995-96	1996-97						
007		MHC	470 191 044 40 QUALITY ASSURANCE	P08		0	86,798			81,385								
<p>This is an expanded program. This request will provide two new positions: one Quality Assurance Lead Analyst and one DCS Senior Programmer/Analyst plus matching and operation expenses. This is an expansion of the two present quality assurance staff. The positions are needed to develop and implement Quality Assurance standards that will meet security and programming requirements for new and existing programs.</p>																		
008		MHC	470 191 043 50 DATA SERVICES	P02		0	140,308			128,928					*	*		
<p>This request will provide four new Data Communication Technician II positions plus matching and operation expenses. These positions are needed to support growth of customer base and support network growth in TCP/IP, frame relay, fiber optics media, INTERNET and ARKnet connectivity, video transmission, digitized imaging, and E-Mail.</p>															* Positions handled through Growth Pool and Contingency Appropriation.			
009		MHC	470 191 031 20 TELECOMMUNICATIONS SERVICES	P02		0	592,788			580,640					*	*		
<p>This request will provide 12 new positions plus matching and operation expenses to support telecommunications growth for the agencies and institutions serviced. This request is integral in order to continue offering telecommunication services (as noted in request 031-20, P01).</p>															* Positions handled through Growth Pool and Contingency Appropriation.			

DEPT 012 DEPARTMENT OF COMPUTER SERVICES
AGY 470 DEPARTMENT OF COMPUTER SERVICES
APPRO 191 COMPUTER SERVICES -- OPERATIONS
FUND MHC COMPUTER SERVICES REV-(470)

RANK BY APPROPRIATION

BR 264

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		-----1995 - 97 BIENNIAL REQUESTS-----						-----RECOMMENDATIONS-----					
					ACTUAL	BUDGETED	FY 1995 - 96			FY 1996 - 97			EXECUTIVE		LEGISLATIVE			
					93-94	94-95	REQUEST	REQUEST	REQUEST	REQUEST	1995-96	1996-97	1995-96	1996-97				
010		MHC	470 191 030 20 FISCAL MANAGEMENT	P02		0	3,250				3,250							
<p>This request will provide for travel and education resources for the Fiscal Management Section to stay abreast of new and revised Federal rules and Regulations given by the Federal government each year.</p>																		
011		MHC	470 191 043 30 PRODUCTION SERVICES	P01		0	7,500				7,500							
<p>This request will provide training/education for a staff of eleven people in Automatic Scheduling and Backup/Recovery software. In addition, classes in report distribution and report management on-line systems will be included in the curriculum. The staff will be involved in the development of print report management systems.</p>																		
012		MHC	470 191 043 40 D P OPERATIONS	P03		0	4,000				4,000							
<p>This request will provide training for the DP operations staff in new Automated Scheduling and Automated Backup/Recovery Systems, image storage technology, new automated tape library system, and for new printers.</p>																		

DEPT 012 DEPARTMENT OF COMPUTER SERVICES
 AGY 470 DEPARTMENT OF COMPUTER SERVICES
 APPRO 191 COMPUTER SERVICES -- OPERATIONS

RANK BY APPROPRIATION

BR 264

FUND MHC COMPUTER SERVICES REV-(470)

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		1995 - 97 BIENNIUM REQUESTS				RECOMMENDATIONS							
					ACTUAL 93-94	BUDGETED 94-95	FY 1995 - 96		FY 1996 - 97		EXECUTIVE		LEGISLATIVE					
								REQUEST		REQUEST				1995-96	1996-97	1995-96	1996-97	
013		HHC	470 191 043 50 DATA SERVICES	P01		0		10,000 0		10,000 0								
<p>This request will provide for the increased education expense involved in training the Data Communications staff in new technology in order to more fully support the increasing needs of DCS users. New network protocols will be introduced that will require new expertise in TCP/IP, Frame Relay, Fiber Optics media, Internet connectivity, voice processing video transmissions, and digitized imaging.</p>																		
014		HHC	470 191 044 20 DATA BASE ADMINISTRATION	P01		0		10,000 0		10,000 0								
<p>This request will provide technical training for five Data Base Analysts. The training will consist of training for new applications programming software, and new releases of IMS, DB2, and CICS.</p>																		
015		HHC	470 191 044 40 QUALITY ASSURANCE	P01		0		2,500 0		2,500 0								
<p>This request will provide for technical training for the existing quality assurance staff on testing verification software to do more quality assurance checking when programs are put into production.</p>																		

DEPT 012 DEPARTMENT OF COMPUTER SERVICES
AGY 470 DEPARTMENT OF COMPUTER SERVICES
APPRO 191 COMPUTER SERVICES -- OPERATIONS

FUND HHC COMPUTER SERVICES REV-(470)

RANK BY APPROPRIATION

BR 264

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		1995 - 97 BIENNIAL REQUESTS						RECOMMENDATIONS					
					ACTUAL	BUDGETED	FY 1995 - 96		FY 1996 - 97		EXECUTIVE		LEGISLATIVE					
					93-94	94-95	REQUEST	REQUEST	1995-96	1996-97	1995-96	1996-97						
016		MHC	470 191 030 20 FISCAL MANAGEMENT	P03		0	16,647				16,647			16,647	16,647			
<p>This request will provide for Overtime in an amount equal to the level budgeted for the current fiscal year. A supplemental overtime appropriation of \$14,100 was approved for FY 1994-95, but did not carry over to the base level request.</p>																		
017		MHC	470 191 031 20 TELECOMMUNICATIONS SERVICES	P01		0	2,451,600				2,496,600			*	*			
<p>This request will provide continued implementation of agency requested expansion of statewide voice, data, and video applications. Appropriations to support growth of voice long distance, equipment, high capacity lines and frame relay. Without approval of the request agencies/institutions will be unable to avail themselves of the economy of scale inherent in DCS' ability to provide enhanced services.</p>															* Appropriation handled through Contingency Appropriation.			
018		MHC	470 191 020 10 STATE PLANNING DIVISION	P01		0	10,298				10,298							
<p>This request will provide for the writing, printing, and mailing of information explaining DCS services to other agencies and institutions. These publications promote information systems and telecommunication services in state government. The request also includes increased printing and postage costs associated with the various anticipated mailings. Subscriptions for technical publications and microcomputer software (needed to keep DCS competitive and up-to-date in the technical market) are also included in this request. Support of evolving programs (Motor Voter, Child Welfare, Internet, and so on) will result in increased travel expenses.</p>																		

DEPT 012 DEPARTMENT OF COMPUTER SERVICES
 AGY 470 DEPARTMENT OF COMPUTER SERVICES
 APPRO 191 COMPUTER SERVICES -- OPERATIONS
 FUND MHC COMPUTER SERVICES REV-(470)

RANK BY APPROPRIATION

BR 264

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		1995 - 97 BIENNIAL REQUESTS		RECOMMENDATIONS									
					ACTUAL	BUDGETED	FY 1995 - 96		FY 1996 - 97		EXECUTIVE		LEGISLATIVE					
					93-94	94-95	REQUEST	REQUEST	1995-96	1996-97	1995-96	1996-97						
019		HHC	470 191 030 30 HUMAN RESOURCES MANAGEMENT	P03		0	24,945		21,600									
<p>This request will provide for replacement of PC equipment and software, \$9,845; publications, subscriptions, on-line Human Resources information, \$10,000; rent increases, \$3,600; and replacement of furniture that is in excess of 20 years old (one desk, two chairs, one table), \$1,500.</p>																		
020		HHC	470 191 043 30 PRODUCTION SERVICES	P04		0	20,000		0									
<p>This request will provide for renovations necessary to expand the MIS tape library due to the continuing growth of the library. With new programs being designed and developed, more tapes will be processed and stored. Tape retrieval and storage is up approximately 20 percent each year. This request will also enable the DCS Computer Room entrance to be redesigned for increased security and to prevent unauthorized access to the room.</p>																		
021		HHC	470 191 043 50 DATA SERVICES	P04		0	20,000		0									
<p>This request will provide an additional service van for delivering and servicing communicator terminal equipment statewide. Currently, Data Services over 7,000 terminals a year and only one vehicle is available to this division. A second van is necessary to continue 24 hours a day, seven days a week service to sites throughout the state.</p>																		

DEPT 012 DEPARTMENT OF COMPUTER SERVICES
AGY 470 DEPARTMENT OF COMPUTER SERVICES
APPRO 191 COMPUTER SERVICES -- OPERATIONS

FUND HHC COMPUTER SERVICES REV-(470)

RANK BY APPROPRIATION

BR 264

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		-----1995 - 97 BIENNIAL REQUESTS-----						-----RECOMMENDATIONS-----					
					ACTUAL	BUDGETED	FY 1995 - 96			FY 1996 - 97			EXECUTIVE		LEGISLATIVE			
					93-94	94-95	REQUEST	REQUEST	REQUEST	REQUEST	REQUEST	REQUEST	1995-96	1996-97	1995-96	1996-97		
022		HHC	470 191 042 10 APPLICATIONS DEVELOPMENT	P06		0	241,006				234,565				161,742	157,555		
						0	6				6				4	4		
<p>This is a new program. This request will provide for 6 new positions, matching, operation expenses, and training. This program will provide PC programming for users connected to the mainframe and will provide the capability to download data from the mainframe to a personal computer and to upload to a mainframe using LAN or E-Mail connectivity. This will provide users easy access to their data.</p>																		
023		HHC	470 191 025 10 LOCAL AREA NETWORK (LAN)	P03		0	171,832				166,527							
						0	3				3							
<p>This is a new program. This request will provide for three positions: one E-Mail Specialist, one Office Automation/LAN Specialist II, and one Office Automation/LAN Administrator plus matching and operation expenses for new services in E-Mail, LAN, Internet, Kiosk, and other new technology to take state government into the twenty-first Century.</p>																		
024		HHC	470 191 020 20 GEOGRAPHIC INFORMATION SYSTEMS	P01		0	54,396				55,951				54,396	55,951		
						0	1				1				1	1		
<p>This is a new program. This request will provide one (1) Technical Planning Specialist I position plus matching cost and operation expenses for the Geographic Information System application. This system contains information about economic and land resources, water and wastewater systems, and other such data. In addition, the GIS coordinator will attend intrastate training sessions and conferences. This request also provides for contract labor clerical support for mailings and for preparation of related technical reports and manuals. In the previous biannual a grade 22 position was approved for this program, but DCS could not attract or hire a qualified applicant.</p>																		

DEPT 012 DEPARTMENT OF COMPUTER SERVICES
 AGY 470 DEPARTMENT OF COMPUTER SERVICES
 APPRO 191 COMPUTER SERVICES -- OPERATIONS

FUND HHC COMPUTER SERVICES REV-(4701)

RANK BY APPROPRIATION

BR 264

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		1995 - 97 BIENNIIUM REQUESTS		RECOMMENDATIONS									
					ACTUAL 93-94	BUDGETED 94-95	FY 1995 - 96 REQUEST	FY 1996 - 97 REQUEST	EXECUTIVE		LEGISLATIVE							
024		HHC	470 191 020 20 GEOGRAPHIC INFORMATION SYSTEMS	P02		0	15,000	0										
<p>This request is to provide specialized GIS equipment to support GIS development in the state. GIS development includes data sets concerning current land use, air quality problems, general plan land use, transportation networks, and socioeconomic data for the current year and projected data for future planning periods. The equipment needed for GIS minimally includes an Intel Pentium processor work station with a specialized monitor and a large bed digitizer and scanner to accommodate GIS data entry, processing, and display.</p>																		
025		HHC	470 191 043 45 SHARED RESOURCES	P01		0	350,000	350,000							350,000			
<p>New Automated Tape Library System. This request will provide for two Automated Tape Libraries. The automated tape library is a robot connected to the computer system which retrieves the tape from the library, places it on the tape drive, and returns it after it is used. The robot is for high-activity tapes. Automated tape libraries eliminate 40 to 50 percent of personnel handling tapes. Currently, approximately 2,000 tape are physically handled daily by DCS personnel in the computer room.</p>																		
026		HHC	470 191 043 45 SHARED RESOURCES	P03		0	1,000,000	10,000										
<p>This request will provide a backup offsite location for the data processing center in the event of a disaster at the present site. This site was recommended by the federal auditor. This facility will also serve as a fully functional warehouse for environmentally sensitive computer supplies, environmentally sensitive offsite magnetic tape vault, and a staging area for computer and telecommunications equipment to be assembled and distributed throughout the state.</p>																		

DEPT 012 DEPARTMENT OF COMPUTER SERVICES
AGY 470 DEPARTMENT OF COMPUTER SERVICES
APPRO 191 COMPUTER SERVICES -- OPERATIONS

FUND HHC COMPUTER SERVICES REV-(470)

RANK BY APPROPRIATION
BR 264

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	1	
RANK	PROGRAM DESCRIPTION	FUND	ACCOUNTING INFORMATION	D E S	EXPENDITURES		1995 - 97 BIENNIAL REQUESTS		RECOMMENDATIONS										
					ACTUAL 93-94	BUDGETED 94-95	FY 1995 - 96 REQUEST	FY 1996 - 97 REQUEST	EXECUTIVE		LEGISLATIVE								
027		MHC	470 191 030 30 HUMAN RESOURCES MANAGEMENT	P04		0	25,000	0	25,000	0									
<p>This is a new program. This request provides for developing of career paths for employees. This includes training for employees and for management development of training courses that will be used to train new employees and management. This new program will provide a trained staff needed for promotional purposes through planning for future technical needs.</p>																			
028		MHC	470 191 030 30 HUMAN RESOURCES MANAGEMENT	P05		0	500	0	500	0									
<p>This request provides for drug testing for final-selection applicants and for yearly flu vaccine inoculations for employees. In the past two years, DCS has provided on-site flu shot inoculations for employees at employee expense. This has reduced the annual sick leave at DCS by more than two days per year per employee. Other agencies offer free shots for their employees.</p>																			
029		MHC	470 191 030 40 CENTRAL SERVICES	P01		0	32,750	0	32,750	0				32,750	32,750				
<p>This request will provide for a 10 percent increase in lease rates charged by State Building Services for DCS's space in the multi-agency complex.</p>																			

DEPT 012 DEPARTMENT OF COMPUTER SERVICES
 AGY 470 DEPARTMENT OF COMPUTER SERVICES
 APPRO 191 COMPUTER SERVICES -- OPERATIONS

RANK BY APPROPRIATION

BR 264

FUND MHC COMPUTER SERVICES REV-(470)

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		1995 - 97 BIENNIUM REQUESTS						R E C O M M E N D A T I O N S					
					ACTUAL	BUDGETED	FY 1995 - 96			FY 1996 - 97			EXECUTIVE		LEGISLATIVE			
					93-94	94-95	REQUEST	REQUEST	REQUEST	REQUEST	REQUEST	REQUEST	1995-96	1996-97	1995-96	1996-97		
030		MHC	470 191 030 40 CENTRAL SERVICES	P02		0	25,000					0						
<p>This request will provide for moving expenses for the activities currently renting office space in the Koger Center. The lease will expire August 1995. The activities will be relocated back to One Capitol Mall (current DCS offices) or other space as directed by State Building Services.</p>																		
031		MHC	470 191 030 30 HUMAN RESOURCES MANAGEMENT	P11		0	959					983						
<p>This request will provide class upgrade for DCS Human Resources Manager from grade 21 to grade 22. This request is supported by increased complexity in job duties and 1993 Mercer survey for employers of 200 or fewer employees with a salary range of \$41,000 to \$49,200.</p>																		
032		MHC	470 191 031 20 TELECOMMUNICATIONS SERVICES	P11		0	11,392					11,674						
<p>This request will provide for class upgrade of class title DCS Telecommunications Service Manager.</p>																		

DEPT 012 DEPARTMENT OF COMPUTER SERVICES
AGY 470 DEPARTMENT OF COMPUTER SERVICES
APPRO 191 COMPUTER SERVICES -- OPERATIONS

FUND MHC COMPUTER SERVICES REV-(470)

RANK BY APPROPRIATION
BR 264

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	1
RANK	PROGRAM DESCRIPTION	FUND	ACCOUNTING INFORMATION	D E S	EXPENDITURES		-----1995 - 97 BIENNIUM REQUESTS-----						-----RECOMMENDATIONS-----					
					ACTUAL	BUDGETED	FY 1995 - 96			FY 1996 - 97			EXECUTIVE		LEGISLATIVE			
					93-94	94-95	REQUEST	REQUEST	REQUEST	REQUEST	1995-96	1996-97	1995-96	1996-97				
033		MHC	470 191 043 30 PRODUCTION SERVICES	P11		0	17,675				18,118							
<p>This request will provide position upgrades for Production Schedule titles. The Production Scheduling process has changed to an automated system that requires different knowledge and skills from a paper schedule. The last two employees hired required a special entry rate to attract and hire qualified applicants.</p>																		
034		MHC	470 191 043 40 D P OPERATIONS	P11		0	29,660				30,396							
<p>This request will provide for class upgrades for the following positions: DCS Senior Computer/Data Operations Supervisor, DCS Lead Computer Technician, DCS Senior Computer Technician. These upgrade requests are necessary due to local labor market. Local businesses are our competition.</p>																		
035		MHC	470 191 043 50 DATA SERVICES	P11		0	1,809				1,849							
<p>This request will provide for a class upgrade with a title change for Data Communication Analyst. This request is supported by labor market data.</p>																		

DEPT 012 DEPARTMENT OF COMPUTER SERVICES
 AGY 470 DEPARTMENT OF COMPUTER SERVICES
 APPRO 191 COMPUTER SERVICES -- OPERATIONS
 FUND MHC COMPUTER SERVICES REV-(470)

RANK BY APPROPRIATION
 BR 264

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	-----1995 - 97 BIENNIUM REQUESTS-----						-----R E C O M M E N D A T I O N S-----							
					-----EXPENDITURES-----		-----FY 1995 - 96-----		-----FY 1996 - 97-----		-----EXECUTIVE-----		-----LEGISLATIVE-----					
					93-94	94-95	REQUEST	REQUEST	1995-96	1996-97	1995-96	1996-97						
036		MHC	470 191 045 20 GENERAL SERVICES	P11		0	1,119		1,151									
<p>This request will provide for the class upgrade with title change to DCS Facility Engineer. This request is supported by primary job duties of the position. This position is responsible for the computer center environment, electrical, water, air, and backup power supply.</p>																		
037		MHC	470 191 010 10 DIRECTORS OFFICE	P10		0	0		0									
<p>This request will provide reclass of one position plus matching; DCS Data Communication Tech I to Management Project Analyst II. This request is supported by the primary job duties of the incumbent</p>																		
037		MHC	470 191 020 10 STATE PLANNING DIVISION	P10		0	0		0									
<p>This request will provide reclass of one position plus matching; DCS Lead Programmer Analyst to DCS Technical Planning Specialist I. This request is supported by the primary duties of the job.</p>																		

DEPT 012 DEPARTMENT OF COMPUTER SERVICES
AGY 470 DEPARTMENT OF COMPUTER SERVICES
APPRO 191 COMPUTER SERVICES -- OPERATIONS

FUND MHC COMPUTER SERVICES REV-(470)

RANK BY APPROPRIATION

BR 264

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		1995 - 97 BIENNIAL REQUESTS						RECOMMENDATIONS					
					ACTUAL 93-94	BUDGETED 94-95	FY 1995 - 96		FY 1996 - 97		EXECUTIVE		LEGISLATIVE					
							REQUEST	REQUEST	REQUEST	REQUEST	REQUEST	REQUEST	REQUEST	1995-96	1996-97	1995-96	1996-97	
037		MHC	470 191 030 20 FISCAL MANAGEMENT	P10		0		880				903						
<p>This request will provide reclass of two positions plus matching; Purchasing Agent I to Purchasing Agent II, and DCS Telecommunications Tech I to Payroll Officer I. This request is supported by the primary job duties of the incumbent.</p>																		
037		MHC	470 191 030 20 FISCAL MANAGEMENT	P11		0		1,019				1,044						
<p>This request will provide for the class upgrade of one position plus matching. This request is supported by the primary job duties of the incumbent.</p>																		
037		MHC	470 191 031 20 TELECOMMUNICATIONS SERVICES	P10		0		6,576				6,740						
<p>This request will provide reclass of one position plus matching: Telecommunications Planning Specialist II to DCS Telecommunications Service Manager. This request is supported by primary job duties of the incumbent.</p>																		

DEPT 012 DEPARTMENT OF COMPUTER SERVICES
 AGY 470 DEPARTMENT OF COMPUTER SERVICES
 APPRO 191 COMPUTER SERVICES -- OPERATIONS
 FUND MHC COMPUTER SERVICES REV-(470)

RANK BY APPROPRIATION

BR 264

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		-----1995 - 97 BIENNIIUM REQUESTS-----						-----R E C O M M E N D A T I O N S-----					
					ACTUAL	BUDGETED	FY 1995 - 96			FY 1996 - 97			EXECUTIVE		LEGISLATIVE			
					93-94	94-95	REQUEST	REQUEST	REQUEST	REQUEST	REQUEST	REQUEST	1995-96	1996-97	1995-96	1996-97		
037		MHC	470 191 041 10 SYSTEMS SUPPORT	P10		0	8,945					9,219						
<p>This request will provide reclass of one position plus matching; DCS Systems Programmer/Analyst III to DCS Systems Software Programmer/Analyst Specialist. This request is supported by primary job duties of the incumbent and local labor market conditions.</p>																		
037		MHC	470 191 042 10 APPLICATIONS DEVELOPMENT	P10		0	61,839					63,694						
<p>This request will provide reclass of six positions plus matching: DCS Applications Development Specialist to DCS Applications Development Manager II (for two incumbents) and DCS Applications Development Manager to Applications Development Manager II. This request is supported by the primary job duties of the incumbent.</p>																		
037		MHC	470 191 043 30 PRODUCTION SERVICES	P10		0	2,484					2,545						
<p>This request will provide for the reclass of one position plus matching: DCS Senior Computer Technician to DCS Production Scheduler II and DCS Voice Information Operator to DCS Tape Librarian. This request is supported by the primary job duties of the incumbent</p>																		

DEPT 012 DEPARTMENT OF COMPUTER SERVICES
AGY 470 DEPARTMENT OF COMPUTER SERVICES
APPRO 191 COMPUTER SERVICES -- OPERATIONS

FUND MHC COMPUTER SERVICES REV-(4701)

RANK BY APPROPRIATION

BR 264

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		1995 - 97 BIENNIAL REQUESTS						RECOMMENDATIONS					
					ACTUAL 93-94	BUDGETED 94-95	FY 1995 - 96		FY 1996 - 97				EXECUTIVE		LEGISLATIVE			
							REQUEST			REQUEST				1995-96	1996-97	1995-96	1996-97	
037		MHC	470 191 043 50 DATA SERVICES	P10		0		0			0							
<p>This request will provide for the reclass of two position plus matching: DCS Data Communications Analyst to Network Planning Project Leader, and DCS Senior Computer Technician to DCS Data Communications Technician I. This request is supported by local labor market and availability of qualified applicants.</p>																		
037		MHC	470 191 044 20 DATA BASE ADMINISTRATION	P10		0		15,994			16,497							
<p>This request will provide for the reclass of two positions plus matching: DCS Data Base Specialist to DCS Lead Data Base Specialist, This request is supported by local labor market and availability of qualified applicants.</p>																		
037		MHC	470 191 044 40 QUALITY ASSURANCE	P10		0		0			0							
<p>This request will provide for the reclass of one position plus matching, Senior Computer Technician to DCS Documentation Specialist. This request is supported by the primary job duties of the incumbent.</p>																		

DEPT 012 DEPARTMENT OF COMPUTER SERVICES
 AGY 470 DEPARTMENT OF COMPUTER SERVICES
 APPRO 191 COMPUTER SERVICES -- OPERATIONS
 FUND MHC COMPUTER SERVICES REV-(470)

RANK BY APPROPRIATION

BR 264

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	-----1995 - 97 BIENNIAL REQUESTS-----						-----R E C O M M E N D A T I O N S-----							
					-----EXPENDITURES-----		-----FY 1995 - 96-----		-----FY 1996 - 97-----		-----EXECUTIVE-----		-----LEGISLATIVE-----					
					---ACTUAL---	---BUDGETED---	---REQUEST---	---REQUEST---	1995-96	1996-97	1995-96	1996-97						
					93-94	94-95												
037		HHC	470 191 045 40 PC TRAINING	P10		0		0		0								

This request will provide for the reclass of one position plus matching, DCS Information Center Analyst I to DCS Information Center Analyst II. This request is supported by the primary job duties of the position.

DEPT 012 DEPARTMENT OF COMPUTER SERVICES
AGY 470 DEPARTMENT OF COMPUTER SERVICES
APPRO 191 COMPUTER SERVICES -- OPERATIONS
FUND HHC COMPUTER SERVICES REV-(470)

RANK BY APPROPRIATION

BR 264

ARKANSAS BUDGET SYSTEM
ANALYSIS OF BUDGET REQUEST
1995 - 1997

The Department has requested the continuation of the currently authorized level of \$2,500,000 each fiscal year, which is reflective of a priority request of \$125,000 that was not included in Base Level due to the requirements of Act 494 of 1993. This appropriation would be used by the Department of Computer Services for expenditures as required to provide unanticipated services to State agencies or to make payments for services to public utilities due to unforeseen rate increases. The appropriation will not be utilized without the agency first seeking review by the Legislative Council and the Communications Study Commission. Funding would be provided by user billings.

The Executive Recommendation reflects approval of the requested appropriation level for the existing line item of Operating Expenses. Further, the Executive Recommendation reflects the establishment of a new line item for "Contingency Appropriation". Support has been given for some of the priorities requested by the Department through Appropriation 191, but were considered to be more of a contingency need for possible future requirements of state government. This Contingency Appropriation line item, recommended at \$3.7 million annually, is to be used for fiscal demands of the Department and will be transferred to existing line items as found in Appropriation 191. Special Language restricts the use of this appropriation, after approval from the Governor and Legislative Council. Expenditure of both of these line items is to be contingent upon available funding.

<u>AGENCY</u>	<u>APPROPRIATION</u>	<u>TREASURY FUND</u>	<u>ANALYSIS OF</u>	<u>PAGE</u>
Name: Dept. of Computer Services Code: 470	Name: Unanticipated Services Code: 288	Name: Dept. of Computer Svc. Revolving Code: MHC	<u>BUDGET REQUEST</u> BR20	135

ARKANSAS BUDGET SYSTEM

CHARACTER TITLE	-----EXPENDITURES-----			-----95-96 FISCAL YEAR-----			-----96-97 FISCAL YEAR-----			-----R E C O M M E N D A T I O N S-----			
	93-94	94-95	94-95							EXECUTIVE		LEGISLATIVE	
	ACTUAL	BUDGETED	AUTHORIZED APPRO	BASE	PRIORITY PROGRAMS	TOTAL REQUEST	BASE	PRIORITY PROGRAMS	TOTAL REQUEST	95-96	96-97	95-96	96-97
OPERATING EXPENSES	0	2,375,000	2,500,000	2,375,000	125,000	2,500,000	2,375,000	125,000	2,500,000	2,500,000	2,500,000		
CONTINGENCY APPROPRIATION	0	0	0	0	0	0	0	0	0	3,700,000	3,700,000		
TOTAL	0	2,375,000	2,500,000	2,375,000	125,000	2,500,000	2,375,000	125,000	2,500,000	6,200,000	6,200,000		
PROPOSED FUNDING SOURCES			*****										
FUND BALANCES			*****										
GENERAL REVENUES			*****										
SPECIAL REVENUES			*****										
FEDERAL FUNDS			*****										
STATE CENTRAL SERVICES FUND			*****										
NON-REVENUE RECEIPTS		2,375,000	*****	2,375,000	125,000	2,500,000	2,375,000	125,000	2,500,000	6,200,000	6,200,000		
CASH FUNDS			*****										
OTHER			*****										
TOTAL FUNDING		2,375,000	*****	2,375,000	125,000	2,500,000	2,375,000	125,000	2,500,000	6,200,000	6,200,000		
EXCESS APPRO/ (FUNDING)			*****										
TOTAL		2,375,000	*****	2,375,000	125,000	2,500,000	2,375,000	125,000	2,500,000	6,200,000	6,200,000		

DEPT 012 DEPARTMENT OF COMPUTER SERVICES
 AGY 470 DEPARTMENT OF COMPUTER SERVICES
 APPRO 288 UNANTICIPATED SERVICES

APPROPRIATION SUMMARY

BR 215

FUND HHC COMPUTER SERVICES REV-(470)

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	1
RANK	PROGRAM DESCRIPTION	FUND	ACCOUNTING INFORMATION	D E S	-----EXPENDITURES-----		-----1995 - 97 BIENNIIUM REQUESTS-----						-----R E C O M M E N D A T I O N S-----					
					ACTUAL	BUDGETED	-----FY 1995 - 96-----			-----FY 1996 - 97-----			-----EXECUTIVE-----		-----LEGISLATIVE-----			
					93-94	94-95	REQUEST	REQUEST	REQUEST	REQUEST	REQUEST	1995-96	1996-97	1995-96	1996-97			
000		MHC	470 288	B	0	2,375,000	2,375,000				2,375,000	2,375,000						
					0	0	0				0	0						
000		MHC	470 288 043 45 SHARED RESOURCES	P01		0	0				0	0		* 3,700,000	* 3,700,000			
						0	0				0	0		*Reflects the establishment of a new line item for Contingency appropriation.				
001		MHC	470 288 031 20 TELECOMMUNICATIONS SERVICES	P01		0	125,000				125,000	125,000		125,000	125,000			
						0	0				0	0						
<p>This request will provide for a \$2,500,000 appropriation from the 1993-95 biennium of which only \$2,375,000 was allowed to be budgeted in accordance with Act 494 of 1993 to be restored to the deferred appropriation to the base level request.</p>																		

DEPT 012 DEPARTMENT OF COMPUTER SERVICES
AGY 470 DEPARTMENT OF COMPUTER SERVICES
APPRO 288 UNANTICIPATED SERVICES

RANK BY APPROPRIATION

BR 264

FUND MHC COMPUTER SERVICES REV-(470)

ARKANSAS BUDGET SYSTEM
ANALYSIS OF BUDGET REQUEST
1995 - 1997

This appropriation is to be utilized by the Department of Computer Services exclusively for major equipment acquisition or improvements of telecommunications or data processing related support equipment, including hardware and software required in order to fulfill the service requirements for user agencies. Funding for this equipment acquisition would be from the accumulated reserve from a 5% set aside of gross billings for services per fiscal year. The fund's balance as of the beginning of FY95 was \$1,702,177, with approximately an additional \$1.7 million anticipated to be deposited annually during the 1995-97 biennium. In addition to the reserve, the Department can also obtain loans from the State Budget Revolving Fund, if the reserve is insufficient to handle the total cost of required equipment acquisition. The Department has requested the continuation of the currently authorized level of \$2,500,000 each fiscal year, which includes a priority request totaling \$125,000 annually that was not included in Base Level due to the requirements of Act 494 of 1993.

The Executive Recommendation reflects the requested appropriation level. Expenditure of this appropriation is contingent upon available funding.

<u>AGENCY</u> Name: Dept. of Computer Services Code: 470	<u>APPROPRIATION</u> Name: Equipment Acquisition Code: 289	<u>TREASURY FUND</u> Name: Computer Services Reserve Code: MHD	<u>ANALYSIS OF BUDGET REQUEST</u> BR20	<u>PAGE</u> 138
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ARKANSAS BUDGET SYSTEM

01 02 03 04 05 06 07 08 09 10 11 12 13 14

CHARACTER TITLE	-----EXPENDITURES-----			-----95-96 FISCAL YEAR-----			-----96-97 FISCAL YEAR-----			-----R E C O M M E N D A T I O N S-----			
	93-94	94-95	94-95	BASE	PRIORITY PROGRAMS	TOTAL REQUEST	BASE	PRIORITY PROGRAMS	TOTAL REQUEST	EXECUTIVE		LEGISLATIVE	
	ACTUAL	BUDGETED	AUTHORIZED APPRO							95-96	96-97	95-96	96-97
MOVING EXP/EQUIP ACQUIS	0	2,375,000	2,500,000	2,375,000	125,000	2,500,000	2,375,000	125,000	2,500,000	2,500,000	2,500,000		
TOTAL	0	2,375,000	2,500,000	2,375,000	125,000	2,500,000	2,375,000	125,000	2,500,000	2,500,000	2,500,000		
PROPOSED FUNDING SOURCES			*****										
FUND BALANCES	1,702,177	2,909,255	*****	1,880,970		1,880,970	1,082,475		1,082,475	1,880,970	1,082,475		
GENERAL REVENUES			*****										
SPECIAL REVENUES			*****										
FEDERAL FUNDS			*****										
STATE CENTRAL SERVICES FUND			*****										
NON-REVENUE RECEIPTS	1,207,078	1,346,715	*****	1,576,505	125,000	1,701,505	1,532,270	125,000	1,657,270	1,701,505	1,657,270		
CASH FUNDS			*****										
OTHER			*****										
TOTAL FUNDING	2,909,255	4,255,970	*****	3,457,475	125,000	3,582,475	2,614,745	125,000	2,739,745	3,582,475	2,739,745		
EXCESS APPRO/ (FUNDING)	(2,909,255)	(1,880,970)	*****	(1,082,475)		(1,082,475)	(239,745)		(239,745)	(1,082,475)	(239,745)		
TOTAL		2,375,000	*****	2,375,000	125,000	2,500,000	2,375,000	125,000	2,500,000	2,500,000	2,500,000		

DEPT 012 DEPARTMENT OF COMPUTER SERVICES
 AGY 470 DEPARTMENT OF COMPUTER SERVICES
 APPRO 289 EQUIPMENT ACQUISITION

 FUND MHD COMPUTER SERVICES RESERVE(470)

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	1995 - 97 BIENNIAL REQUESTS				RECOMMENDATIONS									
					EXPENDITURES		FY 1995 - 96		FY 1996 - 97		EXECUTIVE		LEGISLATIVE					
					ACTUAL 93-94	BUDGETED 94-95	REQUEST	REQUEST	1995-96	1996-97	1995-96	1996-97						
000		MHD	470 289	B	0 0	2,375,000 0	2,375,000 0	2,375,000 0						2,375,000	2,375,000			
001		MHD	470 289 043 45 SHARED RESOURCES	P02	0 0	125,000 0	125,000 0	125,000 0						125,000	125,000			
<p>This request will provide for a \$2,500,000 appropriation for the 1993-95 biennium of which only \$2,375,000 was allowed to be budgeted in accordance with Act 494 of 1993 to be restored to the deferred appropriation to the base level request.</p>																		

DEPT 012 DEPARTMENT OF COMPUTER SERVICES
AGY 470 DEPARTMENT OF COMPUTER SERVICES
APPRO 289 EQUIPMENT ACQUISITION
FUND MHD COMPUTER SERVICES RESERVE(470)

RANK BY APPROPRIATION
BR 264