

# DEPARTMENT OF AGRICULTURE - ADMINISTRATION AND SHARED SERVICES

## State Contracts Over \$50,000 Awarded To Minority Owned Businesses Fiscal Year 2020

None

### Employment Summary

	Male	Female	Total	%
White Employees	13	24	37	76 %
Black Employees	4	3	7	14 %
Other Racial Minorities	5	0	5	10 %
Total Minorities			12	24 %
Total Employees			49	100 %

### Publications

#### A.C.A. 25-1-201 et seq.

Name	Statutory Authorization	Required for		# of Copies	Reason(s) for Continued Publication and Distribution	Unbound Black & White Copies Produced During the Last Two Years	Cost of Unbound Copies Produced During the Last Two Years
		Governor	General Assembly				
Arkansas Forestry Commission Annual Report	ACA 15-31-106-(a)(3)	Y	N	50	Required by state law. The annual report describes expenditures, accomplishments and future planned tasks.	0	0.00
Roster of Registered Foresters	A.C.A. 17-31-207	Y	N	25	Required by A.C.A. 17-31-207.	0	0.00

## **Analysis of Budget Request**

**Appropriation:** Z37 - Department of Agriculture

**Funding Sources:** PAY - Shared Services Paying

A.C.A. §25-43-104 created the new cabinet-level department for the Department of Agriculture and §25-43-108 establishes the Secretary of the Department of Commerce. This appropriation provides for personal services and operating expenses for the Cabinet-level staff and the Shared Services for the Department.

Funding for this appropriation consists of a mix of revenue sources transferred from divisions utilizing Shared Services.

With the exception of Personal Service Matching, continuing level of appropriation is the FY2021 Authorized.

The Agency is requesting appropriation in the amount of \$8,775,286 in FY22 and \$8,778,117 in FY23.

The Agency Request includes the following position-related changes:

- Transfer of 21 positions from BA 0400 - Fund Center 2ZR - Operations including \$1,320,952 in Regular Salaries and \$418,012 in Personal Services Matching in FY22 and \$1,321,852 in Regular Salaries and \$418,219 in Personal Services Matching in FY23.
- Transfer of 1 position, including \$37,082 in Regular Salaries and \$13,951 in Personal Services Matching appropriation from BA 0400 - Fund Center 36K- L&P Egg Grading Program in each year of the biennium.
- Transfer 16 positions from BA 0400 - FC 37A - PB Admn/Pest Control, including \$698,440 in Regular Salaries and \$247,460 in Personal Services Matching in FY22 and \$699,440 in Regular Salaries and \$247,690 in Personal Services Matching in FY23.
- Transfer of 7 positions from BA 0400 - FC 37N - Forestry-Operations-Special, including \$449,987 in Regular Salaries and \$141,567 in Personal Services Matching in FY22 and \$450,187 in Regular Salaries and \$141,613 in Personal Services Matching in FY23.
- Transfer of 1 position from BA 0455 - FC 1EE - Water, Waste Disposal, Pollution Abatement, which includes \$82,360 in Regular Salaries and \$24,517 in Personal Services Matching in each year of the biennium.
- Transfer of 5 positions from BA 0455 - FC 262 - Natural Resources Commission-Operations, which includes \$272,454 in Regular Salaries and \$90,235 in Personal Services Matching for FY22 and \$273,254 in Regular Salaries and \$90,421 in Personal Services Matching for FY23.
- Transfer of 2 positions from BA 0455 - FC 2RG - Water Quality Implementation, which includes \$119,041 in Regular Salaries and \$38,430 in Personal Services Matching in each year of the biennium.
- Transfer of 6 positions from BA 0455 - FC 420 - Natural Resource Comm-Cash, which includes \$398,625 in Regular Salaries and \$124,923 in Personal Services Matching for FY22 and \$398,025 in Regular Salaries and \$124,782 in Personal Services Matching for FY23.
- Transfer of 1 position from BA 0455 - FC 527 - Construction Asst Revolving Loan Fund Program, which includes \$40,340 in Regular Salaries and \$14,763 in Personal Services Matching in each year of biennium.
- Transfer of 3 Extra Help positions from BA 0400 - Fund Center 2ZR - Operations including \$21,900 in Extra Help appropriation and

\$1,694 in Personal Services Matching in FY22 and \$21,900 in Extra Help appropriation and \$1,697 in Personal Services Matching in FY23.

The Agency Request includes the following changes in each year of the biennium:

- Transfer of \$5,200 in Uniform Allowances, \$1,141,020 in Operating Expenses, \$33,500 in Conference and Travel, and \$304,500 in Professional Fees appropriation from BA 0400 - Fund Center 2ZR - Operations.
- Transfer of \$91,746 in Operating Expenses from BA 0400 - Fund Center 36J - L&P Animal Disease Control & Eradication Program.
- Transfer of \$27,931 in Operating Expenses from BA 0400 - Fund Center 36K- L&P Egg Grading Program.
- Transfer of \$132,832 in Operating Expenses from BA 0400 - Fund Center 36N - Agri Laboratory Testing.
- Transfer of \$16,954 in Operating Expenses from BA 0400 - Fund Center 36U - L&P Equine Infect Anemia.
- Transfer of \$599,365 in Operating Expenses, \$150,000 in Professional Fees, and \$100,000 in Capital Outlay appropriation from BA 0400 - Fund Center 37A - PB Admn/Pest Control.
- Transfer of \$7,321 in Operating Expenses from BA 0400 - Fund Center 37C - PB Public Grain Warehouse.
- Transfer of \$11,283 in Operating Expenses from BA 0400 - Fund Center 37D - PB Pest Surveillance.
- Transfer of \$8,915 in Operating Expenses from BA 0400 - Fund Center 37E - PB Apiary.
- Transfer of \$55,000 in Uniform Allowances, \$142,776 in Operating Expenses, \$300,000 in Professional Fees, and \$100,000 in Capital Outlay appropriation from BA 0400 - FC 37N - Forestry - Operations - Special in each year of the Biennium.
- Transfer of \$1,750 in Operating Expenses appropriation from BA 0400 - FC 37P - Forestry-Rural Comm Fire Protection-Fed.
- Transfer of \$50,000 in Operating Expenses and \$8,000 in Promotional Items from BA 0400 - FC N47 - Agri Cash Operations.
- Transfer of \$221,329 in Operating Expenses from BA 0455 - FC 262 - Natural Resources Commission-Operations.
- Transfer of \$12,535 in Operating Expenses from BA 0455 - FC 2BU - Flood Insurance Program.
- Transfer of \$111 in Operating Expenses from BA 0455 - FC 2RG - Water Quality Implementation.
- Transfer of \$156,033 in Operating Expenses from BA 0455 - FC 420 - Natural Resource Comm-Cash.
- Transfer of \$70,563 in Operating Expenses from BA 0455 - FC 527 - Construction Asst Revolving Loan Fund Program.
- Transfer of \$11,560 in Operating Expenses from BA 0455 - FC 997 - NonPoint Source Pollution Control Program.
- Transfer of \$771 in Operating Expenses from BA 0239 - FC 1GJ - Foresters-Cash in Treasury.
- Transfer of \$7,272 in Operating Expenses from BA 0298 - FC 470 - Veterinary Medical Examining Board.
- Increase of \$79,800 in Uniform Allowance appropriation, due to Act 910 of 2019, Section 5, which established a uniform allowance program for specific staff and field employees in each year of the biennium.
- Increase of \$150,000 in Professional Fees for maintenance and updates of cabinet-level databases and other IT related expenses.
- Increase of \$52,000 in Promotional Items, for materials for divisions/units that may need promotional items.

The Executive Recommendation provides for the Agency Request including a title change for 1 position and a reclass for 1 position.

## Appropriation Summary

**Appropriation:** Z37 - Department of Agriculture

**Funding Sources:** PAY - Shared Services Paying

### Historical Data

### Agency Request and Executive Recommendation

Commitment Item		2019-2020	2020-2021	2020-2021	2021-2022		2022-2023	
		Actual	Budget	Authorized	Agency	Executive	Agency	Executive
Regular Salaries	5010000	229,548	3,439,915	132,000	3,551,281	3,551,281	3,553,581	3,553,581
<b>#Positions</b>		<b>3</b>	<b>60</b>	<b>1</b>	<b>61</b>	<b>61</b>	<b>61</b>	<b>61</b>
Extra Help	5010001	0	0	0	21,900	21,900	21,900	21,900
<b>#Extra Help</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>
Personal Services Matching	5010003	52,759	1,092,549	36,126	1,152,038	1,152,038	1,152,569	1,152,569
Uniform Allowance	5010016	0	0	0	140,000	140,000	140,000	140,000
Operating Expenses	5020002	0	2,350,723	0	2,712,067	2,712,067	2,712,067	2,712,067
Conference & Travel Expenses	5050009	0	33,500	0	33,500	33,500	33,500	33,500
Professional Fees	5060010	0	454,500	0	904,500	904,500	904,500	904,500
Data Processing	5090012	0	0	0	0	0	0	0
Promotional Items	5090028	0	0	0	60,000	60,000	60,000	60,000
Capital Outlay	5120011	0	200,000	0	200,000	200,000	200,000	200,000
<b>Total</b>		<b>282,307</b>	<b>7,571,187</b>	<b>168,126</b>	<b>8,775,286</b>	<b>8,775,286</b>	<b>8,778,117</b>	<b>8,778,117</b>
<b>Funding Sources</b>								
Shared Services Transfer	4000760	282,307	7,571,187		8,775,286	8,775,286	8,778,117	8,778,117
<b>Total Funding</b>		<b>282,307</b>	<b>7,571,187</b>		<b>8,775,286</b>	<b>8,775,286</b>	<b>8,778,117</b>	<b>8,778,117</b>
Excess Appropriation/(Funding)		0	0		0	0	0	0
<b>Grand Total</b>		<b>282,307</b>	<b>7,571,187</b>		<b>8,775,286</b>	<b>8,775,286</b>	<b>8,778,117</b>	<b>8,778,117</b>

FY21 Budget amount exceeds authorized due to shared services transfers.

**Department of Agriculture**

**Shared Services Transfer Report - Appropriation Transfer Listing**

FY2021 through August 31, 2020

Item No.	Business Area	Division	Funds Center	Appropriation Title	Commitment Item	Amount
1	400	Department of Agriculture	2ZR	Agri Dept-Operations	501:00:00	\$ 1,505,385
2	400	Department of Agriculture	37A	PB Admn/Pest Control	501:00:00	\$ 511,950
3	400	Department of Agriculture	37N	Forestry-Operations-Special	501:00:00	\$ 149,229
4	400	Department of Agriculture	36K	L&P Egg Grading Program	501:00:00	\$ 36,310
5	455	Natural Resources Commision	262	Natural Resources Comm-Operations	501:00:00	\$ 442,137
6	455	Natural Resources Commision	420	Natural Resources Comm-Cash	501:00:00	\$ 282,887
7	400	Department of Agriculture	2ZR	Agri Dept-Operations	501:00:03	\$ 514,985
8	400	Department of Agriculture	37A	PB Admn/Pest Control	501:00:03	\$ 182,068
9	400	Department of Agriculture	37N	Forestry-Operations-Special	501:00:03	\$ 50,561
10	400	Department of Agriculture	36K	L&P Egg Grading Program	501:00:03	\$ 13,663
11	455	Natural Resources Commision	262	Natural Resources Comm-Operations	501:00:03	\$ 145,327
12	455	Natural Resources Commision	420	Natural Resources Comm-Cash	501:00:03	\$ 90,294
13	400	Department of Agriculture	2ZR	Agri Dept-Operations	502:00:02	\$ 1,141,020
14	400	Department of Agriculture	37A	PB Admn/Pest Control	502:00:02	\$ 599,365
15	400	Department of Agriculture	36N	Agri Laboratory Testing	502:00:02	\$ 132,832
16	400	Department of Agriculture	37N	Forestry-Operations-Special	502:00:02	\$ 142,776
17	400	Department of Agriculture	N47	Agri Cash Operations	502:00:02	\$ 50,000
18	400	Department of Agriculture	36J	L&P Animal Disease Control & Eradication	502:00:02	\$ 91,746
19	400	Department of Agriculture	36K	L&P Egg Grading Program	502:00:02	\$ 27,931
20	400	Department of Agriculture	36U	L&P Equine Infect Anemia	502:00:02	\$ 16,954
21	400	Department of Agriculture	37D	PB Pest Surveillance	502:00:02	\$ 11,283
22	400	Department of Agriculture	37E	PB Apiary	502:00:02	\$ 8,915
23	400	Department of Agriculture	37C	PB Public Grain Warehouse	502:00:02	\$ 7,321
24	400	Department of Agriculture	37P	Forestry-Rural Comm Fire Protection-Fed	502:00:02	\$ 1,750
25	455	Natural Resources Commision	262	Natural Resources Comm-Operations	502:00:02	\$ 221,329
26	455	Natural Resources Commision	420	Natural Resources Comm-Cash	502:00:02	\$ 156,033
27	455	Natural Resources Commision	527	Construction Asst Revolving Loan Fund	502:00:02	\$ 70,563
28	455	Natural Resources Commision	2BU	Flood Insurance Program	502:00:02	\$ 12,535
29	455	Natural Resources Commision	997	NonPoint Source Pollution Control Program	502:00:02	\$ 11,560
30	455	Natural Resources Commision	2RG	Water Quality Implementation	502:00:02	\$ 111
31	298	Veterinary Medical Examining Board	470	Veterinary Medical Examining-Operations	502:00:02	\$ 7,272
32	239	Foresters Registration Board	1GJ	Forestry-Operations	502:00:02	\$ 771
33	400	Department of Agriculture	2ZR	Agri Dept-Operations	505:00:09	\$ 33,500
34	400	Department of Agriculture	2ZR	Agri Dept-Operations	506:00:10	\$ 304,500

Department of Agriculture						
Shared Services Transfer Report - Position Transfer Listing						
FY2021 through August 31, 2020						
	Business Area	Division From:	Position Number	Authorized Class Code	Authorized Title	Authorized Grade
1	400	Arkansas Agriculture Department	22087920	A050C	AGENCY FISCAL MANAGER	GS09
2	400	Arkansas Agriculture Department	22094728	A091C	FISCAL SUPPORT ANALYST	GS05
3	400	Arkansas Agriculture Department	22094829	R024C	ASSISTANT PERSONNEL MANAGER	GS07
4	400	Arkansas Agriculture Department	22088653	R006C	HUMAN RESOURCES ADMINISTRATOR	GS12
5	400	Arkansas Agriculture Department	22116170	R024C	ASSISTANT PERSONNEL MANAGER	GS07
6	400	Arkansas Agriculture Department	22088781	V014C	BUYER	GS05
7	400	Arkansas Agriculture Department	22088658	A073C	PROGRAM/FIELD AUDITOR SUPERVISOR	GS07
8	400	Arkansas Agriculture Department	22088798	A082C	ACCOUNTANT II	GS08
9	400	Arkansas Agriculture Department	22160221	G109C	GRANTS MANAGER	GS09
10	400	Arkansas Agriculture Department	22094791	A050C	AGENCY FISCAL MANAGER	GS09
11	400	Arkansas Agriculture Department	22087939	A098C	FISCAL SUPPORT SPECIALIST	GS04
12	400	Arkansas Agriculture Department	22088374	B049C	AGRI PROGRAM MANAGER	GS08
13	400	Arkansas Agriculture Department	22133711	C037C	ADMINISTRATIVE ANALYST	GS06
14	400	Arkansas Agriculture Department	22094760	V014C	BUYER	GS05
15	400	Arkansas Agriculture Department	22160971	A010N	AGRICULTURE CHIEF FISCAL OFFICER	GS13
16	400	Arkansas Agriculture Department	22087872	V014C	BUYER	GS05
17	400	Arkansas Agriculture Department	22087936	A098C	FISCAL SUPPORT SPECIALIST	GS04
18	400	Arkansas Agriculture Department	22087950	A091C	FISCAL SUPPORT ANALYST	GS05
19	400	Arkansas Agriculture Department	22162560	G109C	GRANTS MANAGER	GS09
20	400	Arkansas Agriculture Department	22087938	C056C	ADMINISTRATIVE SPECIALIST III	GS04
21	400	Arkansas Agriculture Department	22088594	C010C	EXECUTIVE ASSISTANT TO THE DIRECTOR	GS07
22	400	Arkansas Agriculture Department	22087980	R032C	HUMAN RESOURCES PROGRAM REPRESENTATIVE	GS05
23	400	Arkansas Agriculture Department	22165166	N001C	DEPUTY CHIEF FINANCIAL OFFICER	GS13
24	455	Arkansas Natural Resources Commission	22077841	G145C	RURAL CONST GRANT/FINANCIAL OFFICER	GS07
25	455	Arkansas Natural Resources Commission	22087625	P027C	PUBLIC INFORMATION SPECIALIST	GS06
26	455	Arkansas Natural Resources Commission	22087633	G147C	GRANTS COORDINATOR	GS07
27	455	Arkansas Natural Resources Commission	22087660	B006C	ANRC CONSERVATION DIVISION CHIEF	GS13
28	455	Arkansas Natural Resources Commission	22087661	V014C	BUYER	GS05
29	455	Arkansas Natural Resources Commission	22087664	G126C	FINANCE PROGRAM COORDINATOR	GS08
30	455	Arkansas Natural Resources Commission	22087679	A091C	FISCAL SUPPORT ANALYST	GS05
31	455	Arkansas Natural Resources Commission	22087684	G076C	ADMINISTRATIVE SERVICES MANAGER	GS10
32	455	Arkansas Natural Resources Commission	22087692	B023C	ENGINEER, P.E.	GS11
33	400	Arkansas Agriculture Department	22087999	B010C	AGRI DIVISION MANAGER	GS11
34	455	Arkansas Natural Resources Commission	22130125	A010C	AGENCY CONTROLLER II	GS13
35	400	Arkansas Agriculture Department	22142797	U057U	DEPUTY DIRECTOR OF AGRICULTURE	SE01

## Shared Services Transfer Report - Position Transfer Listing

FY2021 through August 31, 2020

	Business Area	Division From:	Position Number	Authorized Class Code	Authorized Title	Authorized Grade
36	400	Arkansas Agriculture Department	22087856	B049C	AGRI PROGRAM MANAGER	GS08
37	400	Arkansas Agriculture Department	22088637	X109C	AGRI INVESTIGATOR	GS07
38	400	Arkansas Agriculture Department	22163449	B058C	STAFF FORESTER	GS08
39	400	Arkansas Agriculture Department	22172774	T110C	AGRI LAW ENFORCEMENT CHIEF	GS10
40	400	Arkansas Agriculture Department	22087935	B081C	CHEMIST	GS07
41	400	Arkansas Agriculture Department	22094795	D061C	INFORMATION SYSTEMS COORDINATION SPEC	IT05
42	400	Arkansas Agriculture Department	22087919	D052C	SOFTWARE SUPPORT ANALYST	IT05
43	400	Arkansas Agriculture Department	22088643	D057C	INFORMATION TECHNOLOGY MANAGER	IT05
44	400	Arkansas Agriculture Department	22077852	D056C	SYSTEMS COORDINATION ANALYST	IT05
45	400	Arkansas Agriculture Department	22177529	D007C	INFORMATION SYSTEMS MANAGER	IT08
46	455	Arkansas Natural Resources Commission	22087687	D063C	COMPUTER SUPPORT SPECIALIST	IT05
47	400	Arkansas Agriculture Department	22169290	L104C	AGRI LABORATORY COORDINATOR	MP04
48	400	Arkansas Agriculture Department	22138847	G004C	MANAGING ATTORNEY	GS13
49	455	Arkansas Natural Resources Commission	22087644	G047C	ATTORNEY SPECIALIST	GS11
50	455	Arkansas Natural Resources Commission	22087672	G179C	LEGAL SERVICES SPECIALIST	GS06
51	455	Arkansas Natural Resources Commission	22087697	G004C	MANAGING ATTORNEY	GS13
52	400	Arkansas Agriculture Department	22163047	P004C	PUBLIC INFORMATION MANAGER	GS09
53	400	Arkansas Agriculture Department	22150699	B002C	AGRICULTURE DIRECTOR OF MARKETING	GS12
54	400	Arkansas Agriculture Department	22094773	C037C	ADMINISTRATIVE ANALYST	GS06
55	400	Arkansas Agriculture Department	22087870	B049C	AGRI PROGRAM MANAGER	GS08
56	400	Arkansas Agriculture Department	22087990	A074C	FISCAL SUPPORT SUPERVISOR	GS06
57	400	Arkansas Agriculture Department	22177347	B144C	FARM SCHOOL COORDINATOR	GS10
58	400	Arkansas Agriculture Department	22094775	B049C	AGRI PROGRAM MANAGER	GS08
59	400	Arkansas Agriculture Department	22177202	U072U	SECRETARY OF AGRICULTURE	SE02

<b>Department of Agriculture</b>			
<b>Shared Services Transfer Report - Fund Transfer Listing</b>			
<b>FY2021 through August 31, 2020</b>			
	<b>Business Area</b>	<b>Division</b>	<b>Amount</b>
1	298	Veterninary Mecial Examining Board	\$ 210.00
2	400	Arkansas Agriculture Department	\$ 687,868.49
3	455	Arkansas Natural Resources Commission	\$ 183,833.68