

BUREAU OF LEGISLATIVE RESEARCH

Enabling Laws

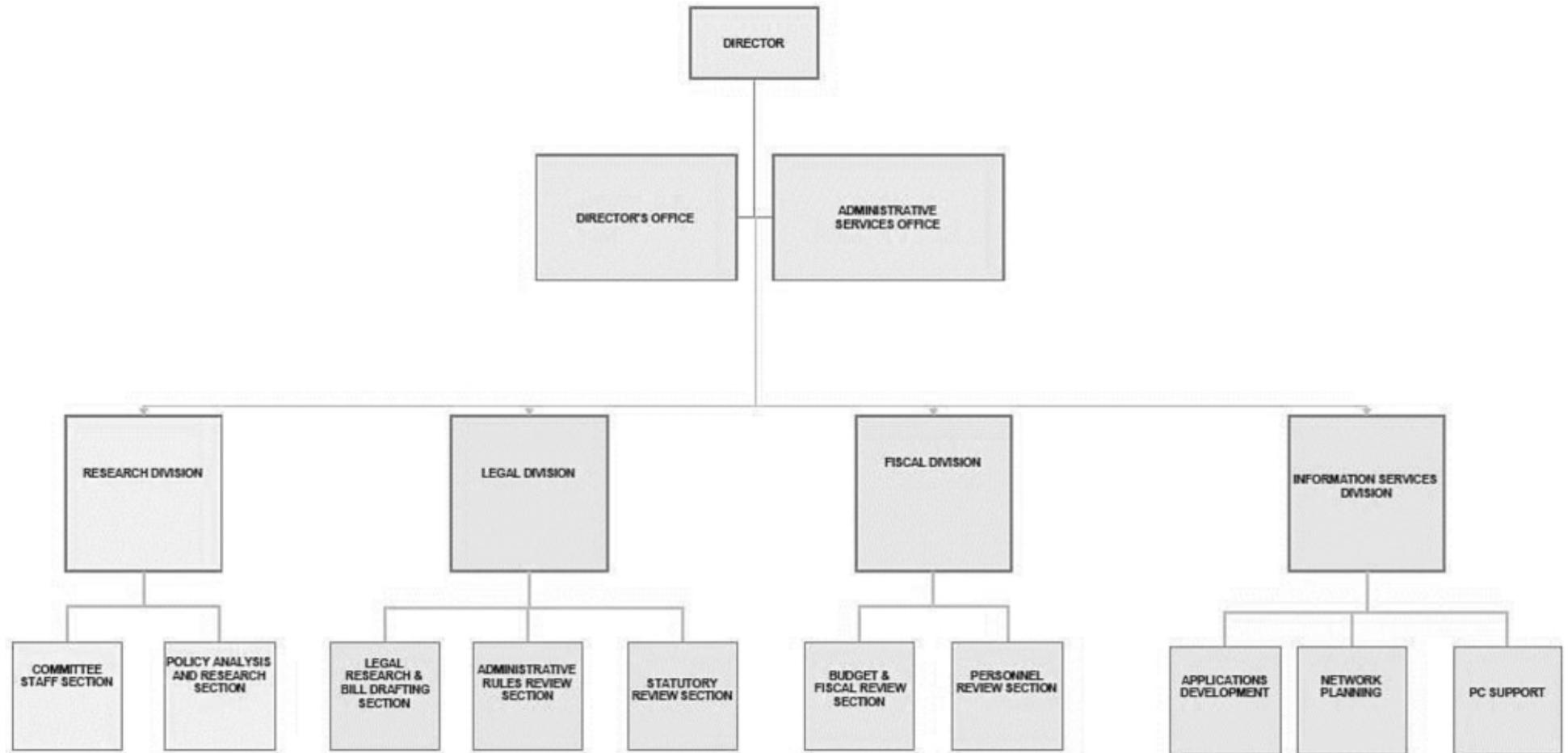
Act 79 of 2016
A.C.A. §10-3-301 et seq.

History and Organization

The Bureau of Legislative Research was first established in 1947 (Act 192 of 1947), as a service agency within the legislative department of government and its employees are employees of the Arkansas General Assembly. The Bureau of Legislative Research receives its funding from the State Central Services Fund. The Bureau of Legislative Research, under the control and direction of the Arkansas Legislative Council is charged with the following duties:

- 1) Assist all members of the General Assembly in drafting bills and resolutions, and making studies, preparing factual information, and by performing other services for members of the General Assembly as may be reasonably requested and which are in aid of the performance of the legislative duties of the members of the General Assembly;
- 2) Provide staff for legislative committees both during session and in the interim between sessions;
- 3) Maintain a limited legislative reference library, including current publications and data from other states and those publications and data from agencies in this state, exchange publications with comparable legislative agencies in other states, in order that the General Assembly might be fully advised of current developments in the legislatures of the various states and retain copies of bills introduced at the various legislative sessions which may or may not have been enacted by the General Assembly;
- 4) Prepare research reports and provide other staff services to the various legislative committees or subcommittees with respect to studies conducted at the direction of the General Assembly, or either house thereof, or upon request of any member of the General Assembly;
- 5) Assist the Legislative Council and Joint Budget Committee in the study of the budgetary and fiscal needs of the various state agencies and cooperate with the Department of Finance and Administration and other agencies of this state, upon direction of the Council and Joint Budget Committee, in the preparation of a budget manual reflecting the budgetary recommendations of the Legislative Council and the Joint Budget Committee to each session of the General Assembly;
- 6) Cooperate with comparable legislative service agencies in other states by exchanging information of legislative interest and participate in conferences or workshops on a regional or national basis organized for the purpose of exchanging information or discussing means and methods of improving services to legislatures and legislators in connection with the performance of their official duties;
- 7) Assist in the codification of general and permanent Acts of the General Assembly into the Arkansas Code of 1987 Annotated. This function is performed through the Statutory and Regulatory Review Section which was created when Act 1260 of 2005 transferred the staff

of the Arkansas Code Revision Commission to the Bureau of Legislative Research. The Statutory and Regulatory Review Section also provides proofing and editorial services to the Bureau, particularly in the Bureau's bill drafting operation; and
8) Perform any other duties and assignments as may be directed by the Legislative Council or by the General Assembly.



Agency Commentary

Bureau of Legislative Research - Operations

The Bureau of Legislative Research operations appropriation total amount requested is \$17,429,287 for Fiscal Year 2017-18 and Fiscal Year 2018-19. Capital Outlay is requested to be continued at the current fiscal year authorized and budgeted level to provide appropriation for replacement and upgrading of various equipment and software as necessary. Regular Salaries, Personal Services Matching, Conference and Travel, Professional Fees, Construction/Capital Improvements and Committee Rooms commitment items all have no change level and are requested at base level for both fiscal years.

Personnel

The Bureau of Legislative Research requests a total of 130 positions which is the current authorized level. This request includes sixteen reclassifications and two upgrades to change job titles and grades that more accurately reflect the current assigned job duties for employees in the Information Services Division as well as create a Career Ladder similar to the Career Ladder established for the Legislative Analyst and Legislative Attorney positions. This request also includes three reclassifications for the Legal Editor positions for a career ladder for employees in the Statutory Review Section, one reclassification to create a Program Development and Compliance Analyst/Specialist and one upgrade for an Administrator Position. No change level increases are requested in the total number of positions and no additional appropriation is requested for the Regular Salary or Personal Services Matching commitment items.

The reclassifications change (1) Database Manager C130, (1) Legislative Network Programmer II C129, (1) Applications Programmer C127, (1) Database Programmer C127, (1) Network / Web Programmer C127 and (1) Desktop Applications Support C120 to (6) Sr. Applications Programmer II C130; (1) Senior Legislative Analyst II C130, (2) Network Specialist C127, and (1) Desktop Applications Support C120 to (4) Senior Network Specialist C130; (2) PC Support Specialist II C122 and (2) PC Support Specialist C120 to (4) Senior PC Support Specialist II C126; (1) PC Support Manager C127 to (1) PC Support Manager N906; (1) Legislative Administrative Assistant C114 to (1) Senior Administrative Assistant to the Assistant Director C122; (2) Senior Legal Editors C128 to (2) Senior Legal Editor II C130; (1) Legal Editor Supervisor C130 to (1) Legal Editor Supervisor N906; (1) Director's Executive Assistant C122 to (1) BLR Program Development and Compliance Analyst Grade C122; and three upgrades for (1) Assets Manager C117 to a C119, (1) Digital Research Tech C112 to a C114 and (1) Legislative Admin Services Administrator from a N906 to a N908.

Legislative Council Disbursing Officer

The 2017-19 biennial request for the Interim Committee Study Expenses, Interim Committee Expenses and the Energy Council appropriations are all requested to be continued at the current Fiscal Year 2016-17 budgeted amounts with no change level requests.

State Contracts Over \$50,000 Awarded To Minority Owned Businesses Fiscal Year 2016

None

Employment Summary

	Male	Female	Total	%
White Employees	31	51	82	74 %
Black Employees	0	22	22	20 %
Other Racial Minorities	1	6	7	6 %
Total Minorities			29	26 %
Total Employees			111	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				
10 Year Summary of Expenditures (A Book) (Biennially)	A.C.A. §10-3-303	Y	Y	150	Only Compilation of History of State Agency Expenditures for Research.	0	0.00
Monthly and Annual Revenue Report	A.C.A. §10-3-1403	Y	Y	150	Source of Information on a timely basis.	0	0.00
Selected Statistical Financial Data for Arkansas (B Book) (Biennially)	A.C.A. §10-3-303	Y	Y	250	State Finance Resource for Legislators, Schools, and Libraries.	0	0.00
Summary of Legislative Action (Produced after each Legislative Session)	A.C.A. §10-3-303	Y	Y	300	Compilation of Legislation Enacted by the General Assembly.	0	0.00

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				
Tax Handbook (Biennially)	A.C.A. §10-3-1403(a)(6)	Y	Y	250	Compilations of Arkansas Taxes Available to Legislators, Schools, and Libraries.	0	0.00

Agency Position Usage Report

FY2014 - 2015						FY2015 - 2016						FY2016 - 2017					
Authorized in Act	Budgeted			Unbudgeted Total	% of Authorized Unused	Authorized in Act	Budgeted			Unbudgeted Total	% of Authorized Unused	Authorized in Act	Budgeted			Unbudgeted Total	% of Authorized Unused
	Filled	Unfilled	Total				Filled	Unfilled	Total				Filled	Unfilled	Total		
129	111	18	129	0	13.95 %	130	114	15	129	1	12.31 %	130	113	17	130	0	13.08 %

Appropriation Summary

Appropriation: 015 - Legislative Council - Operations

Funding Sources: HSC - State Central Services

Historical Data

Agency Request and Executive Recommendation

Commitment Item		Historical Data			2017-2018			2018-2019		
		2015-2016 Actual	2016-2017 Budget	2016-2017 Authorized	Base Level	Agency	Executive	Base Level	Agency	Executive
Regular Salaries	5010000	7,565,792	10,090,629	10,090,629	10,090,629	10,090,629	0	10,090,629	10,090,629	0
#Positions		127	130	130	130	130	0	130	130	0
Extra Help	5010001	0	150,000	150,000	150,000	150,000	0	150,000	150,000	0
#Extra Help		0	31	31	31	31	0	31	31	0
Personal Services Matching	5010003	2,323,097	2,860,032	2,860,032	2,860,032	2,860,032	0	2,860,032	2,860,032	0
Operating Expenses	5020002	1,800,233	2,133,686	2,133,686	2,133,686	2,133,686	0	2,133,686	2,133,686	0
Conference & Travel Expenses	5050009	147,520	218,002	218,002	218,002	218,002	0	218,002	218,002	0
Professional Fees	5060010	18,360	298,889	298,889	298,889	298,889	0	298,889	298,889	0
Construction/Capital Improvement	5090005	0	50,000	50,000	50,000	50,000	0	50,000	50,000	0
Data Processing	5090012	0	0	0	0	0	0	0	0	0
Capital Outlay	5120011	217,744	400,000	400,000	0	400,000	0	0	400,000	0
Contingency	5130018	0	893,480	893,480	893,480	893,480	0	893,480	893,480	0
Committee Rooms	5900046	0	205,063	205,063	205,063	205,063	0	205,063	205,063	0
Total		12,072,746	17,299,781	17,299,781	16,899,781	17,299,781	0	16,899,781	17,299,781	0
Funding Sources										
State Central Services	4000035	12,072,746	17,299,781		16,899,781	17,299,781	0	16,899,781	17,299,781	0
Total Funding		12,072,746	17,299,781		16,899,781	17,299,781	0	16,899,781	17,299,781	0
Excess Appropriation/(Funding)		0	0		0	0	0	0	0	0
Grand Total		12,072,746	17,299,781		16,899,781	17,299,781	0	16,899,781	17,299,781	0

No Executive Recommendation made on this appropriation.

Change Level by Appropriation

Appropriation: 015 - Legislative Council - Operations
Funding Sources: HSC - State Central Services

Agency Request

Change Level		2017-2018	Pos	Cumulative	% of BL	2018-2019	Pos	Cumulative	% of BL
BL	Base Level	16,899,781	130	16,899,781	100.0	16,899,781	130	16,899,781	100.0
C01	Existing Program	400,000	0	17,299,781	102.4	400,000	0	17,299,781	102.4
C03	Discontinue Program	(116,425)	0	17,183,356	101.7	(116,425)	0	17,183,356	101.7
C04	Reallocation	0	0	17,183,356	101.7	0	0	17,183,356	101.7
C10	Reclass	116,425	0	17,299,781	102.4	116,425	0	17,299,781	102.4
C11	Upgrade/Downgrade	0	0	17,299,781	102.4	0	0	17,299,781	102.4

REAPPROPRIATION REQUESTS & EXECUTIVE RECOMMENDATION FOR VARIOUS CAPITAL PROJECTS

State Central Services -HSC

Agency / Project	Agency Request	Executive Recommendation	Project Status
<u>Bureau of Legislative Research</u> Operations & Construction	\$2,000,000	No Recommendation	Reappropriation for personal services and operating expenses, contingency, committee rooms, construction and capital improvements.