

BUREAU OF LEGISLATIVE RESEARCH

Enabling Laws

Act 101 of 2012
A.C.A. §10-3-301 et seq.

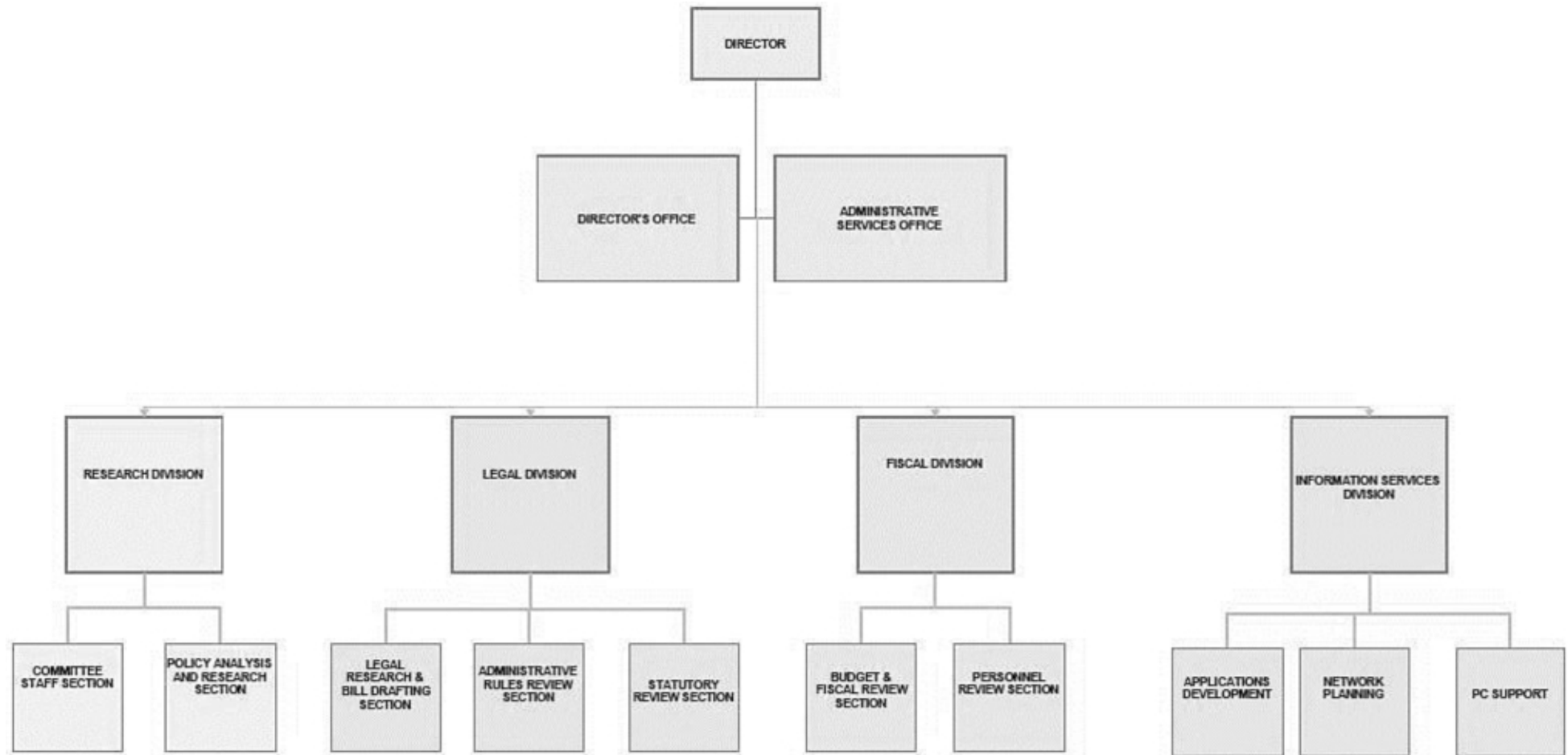
History and Organization

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 session;
- 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;

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 \$16,964,121 for Fiscal Year 2013-14 and \$16,968,226 for Fiscal Year 2014-15. The Contingency commitment item has a decrease of \$670,000 each year to offset requested change level increases in the Operating Expense and Extra Help commitment items. The Operating Expenses change level increase of \$600,000 and the Extra Help change level increase of \$70,000 is requested to more accurately reflect anticipated actual expenditures. 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 129 positions which is the current authorized level. This request includes six reclassifications to change job titles and grades that more accurately reflect the current assigned job duties for employees. No change level increases are requested for Regular Salary or Personal Services Matching commitment items for the six reclassifications. The reclassifications are a Legislative Attorney II to a BLR Counsel grade N908, Legislative Administrative Assistant to a Legislative Network Programmer II, grade C129, Bureau Fiscal Officer to a Legislative Administrative Services Officer, grade C127, Bureau Assistant Fiscal Officer to a Legislative Administrative Services Analyst II, grade C120 and two Legislative Administrative Assistant II to Legislative Administrative Services Analyst, grade C117.

Legislative Council Disbursing Officer

The 2013-15 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 2012-13 budgeted amounts with no change level requests.

Audit Findings

DIVISION OF LEGISLATIVE AUDIT
AUDIT OF :
BUREAU OF LEGISLATIVE RESEARCH
FOR THE YEAR ENDED JUNE 30, 2011

Findings

Recommendations

The Division of Legislative Audit does not perform an audit for this Agency.

State Contracts Over \$25,000 Awarded To Minority Owned Businesses Fiscal Year 2012

None

Employment Summary

	Male	Female	Total	%
White Employees	32	64	96	83 %
Black Employees	0	14	14	12 %
Other Racial Minorities	1	4	5	5 %
Total Minorities			19	17 %
Total Employees			115	100 %

Publications

A.C.A. 25-1-204

Name	Statutory Authorization	Required for		# of Copies	Reason(s) for Continued Publication and Distribution
		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.

A.C.A. 25-1-204

Name	Statutory Authorization	Required for		# of Copies	Reason(s) for Continued Publication and Distribution
		Governor	General Assembly		
Monthly and Annual Revenue Report	A.C.A. §10-3-1403	Y	Y	150	Sole Source of Information on a timely basis.
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.
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.
Tax Handbook (Biennially)	A.C.A. §10-3-1403(a)(6)	Y	Y	250	Only Compilations of Arkansas Taxes Available to Legislators, Schools, and Libraries.

Agency Position Usage Report

FY2010 - 2011						FY2011 - 2012						FY2012 - 2013					
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		
132	117	15	132	0	11.36 %	129	117	12	129	0	9.30 %	129	116	13	129	0	10.08 %

Appropriation Summary

Appropriation: 015 - Legislative Council - Operations

Funding Sources: HSC - State Central Services

Historical Data

Agency Request and Executive Recommendation

Commitment Item		2011-2012	2012-2013	2012-2013	2013-2014			2014-2015		
		Actual	Budget	Authorized	Base Level	Agency	Executive	Base Level	Agency	Executive
Regular Salaries	5010000	7,579,665	9,826,189	9,826,189	9,829,089	9,829,089	0	9,831,389	9,831,389	0
#Positions		123	129	129	129	129	0	129	129	0
Extra Help	5010001	25,678	80,000	80,000	80,000	150,000	0	80,000	150,000	0
#Extra Help		7	31	31	31	31	0	31	31	0
Personal Services Matching	5010003	2,158,324	2,624,629	2,624,629	2,785,912	2,785,912	0	2,787,717	2,787,717	0
Operating Expenses	5020002	1,919,409	1,533,686	1,533,686	1,533,686	2,133,686	0	1,533,686	2,133,686	0
Conference & Travel Expenses	5050009	95,877	218,002	218,002	218,002	218,002	0	218,002	218,002	0
Professional Fees	5060010	150,605	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	476,400	400,000	400,000	0	400,000	0	0	400,000	0
Contingency	5130018	0	1,563,480	1,563,480	1,563,480	893,480	0	1,563,480	893,480	0
Committee Rooms	5900046	0	205,063	205,063	205,063	205,063	0	205,063	205,063	0
Total		12,405,958	16,799,938	16,799,938	16,564,121	16,964,121	0	16,568,226	16,968,226	0
Funding Sources										
State Central Services	4000035	12,405,958	16,799,938		16,564,121	16,964,121	0	16,568,226	16,968,226	0
Total Funding		12,405,958	16,799,938		16,564,121	16,964,121	0	16,568,226	16,968,226	0
Excess Appropriation/(Funding)		0	0		0	0	0	0	0	0
Grand Total		12,405,958	16,799,938		16,564,121	16,964,121	0	16,568,226	16,968,226	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		2013-2014	Pos	Cumulative	% of BL	2014-2015	Pos	Cumulative	% of BL
BL	Base Level	16,564,121	129	16,564,121	100.0	16,568,226	129	16,568,226	100.0
C01	Existing Program	400,000	0	16,964,121	102.4	400,000	0	16,968,226	102.4
C03	Discontinue Program	(43,299)	0	16,920,822	102.2	(43,299)	0	16,924,927	102.2
C04	Reallocation	0	0	16,920,822	102.2	0	0	16,924,927	102.2
C10	Reclass	43,299	0	16,964,121	102.4	43,299	0	16,968,226	102.4

**REAPPROPRIATION REQUESTS & EXECUTIVE RECOMMENDATION FOR VARIOUS
CAPITAL PROJECTS**

State Central Services - HSC

Agency / Project	Agency Request	Executive Recommendation	Project Status
BUREAU OF LEGISLATIVE			
Operations & Construction	\$2,000,000	No Recommendation	Reappropriation needed for personal services and operating expenses, contingency, committee rooms and construction and capital improvements.