

BUREAU OF LEGISLATIVE RESEARCH

Enabling Laws

Act 61 of 2014
A.C.A. §10-3-301 et seq.

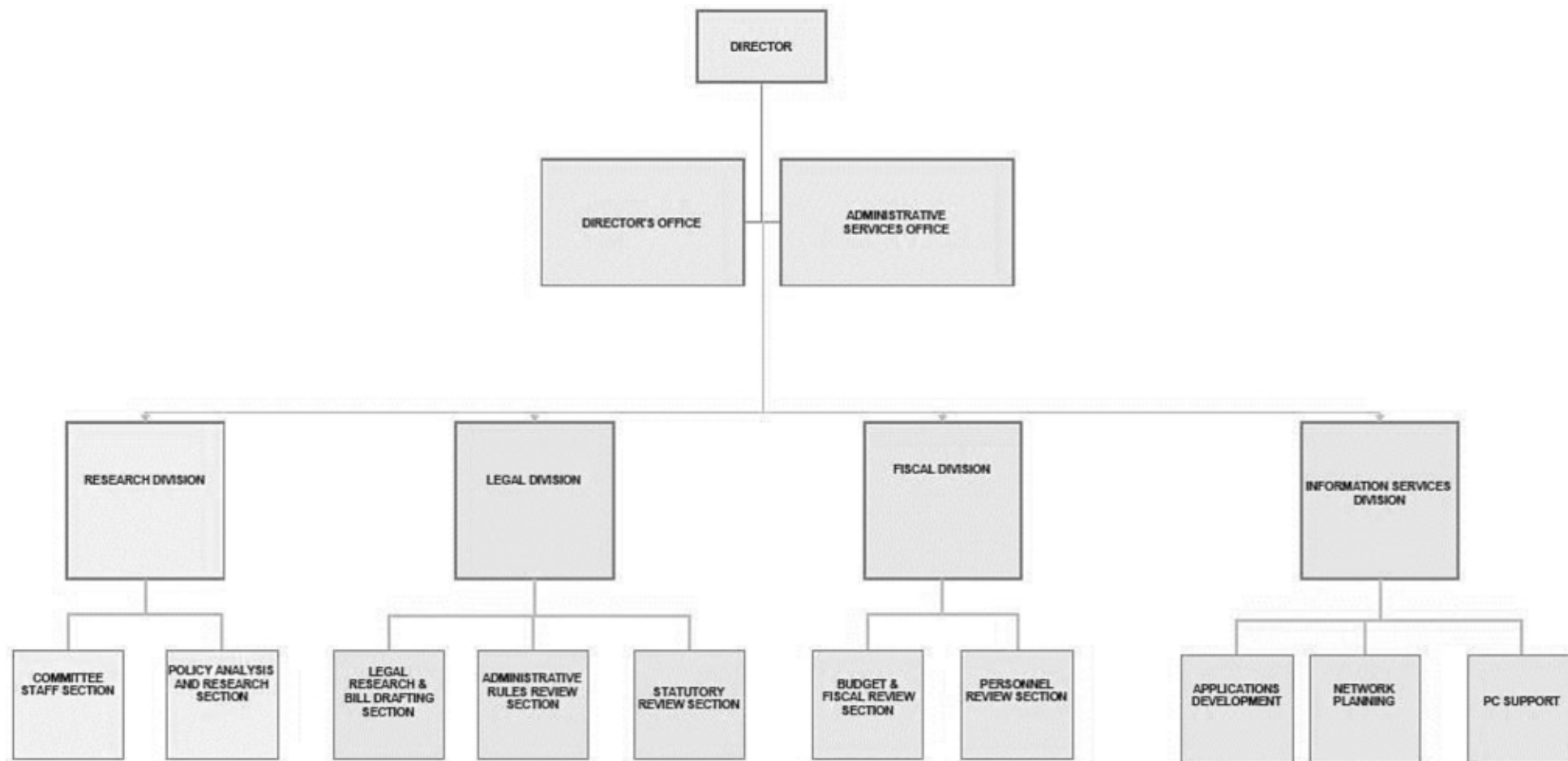
History and Organization

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 \$17,201,453 for Fiscal Year 2015-16 and Fiscal Year 2016-17. 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. The creation of career ladder is requested for the Attorney, Analyst and Editor positions by reclassifying existing positions with no additional position or increases for existing personnel. To create a career ladder for the (36) Legislative Analyst titles a reclassification is requested to establish (33) Senior Legislative Analyst II Grade C130, (1) Senior Legislative Analyst C128, (1) Legislative Analyst II C124 and (1) Legislative Analyst C122. To create a career ladder for (18) Legislative Attorney titles a reclassification is requested to establish (15) Senior Legislative Attorney II C130, (1) Senior Legislative Attorney C128, (1) Legislative Attorney II C126 and (1) Legislative Attorney C124. To create a career ladder for (6) Legal Editor titles a reclassification is requested to establish (1) Legal Editor Supervisor C130, (3) Senior Legal Editor C128, (1) Legal Editor II C124 and (1) Legal Editor I C122.

This request includes ten 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 nine reclassifications. The reclassifications are (1) Q007N BLR Chief Information Officer reclassified to (1) Q029U Assistant Director, (1) Q022N Application Manager N907 reclassified to (1) Q014 BLR Administrator N910, (1) Q023N Network Manager N907 reclassified to (1) Q014 BLR Administrator N910, (1) Q196C Legislative Admin Services Officer C127 reclassified to (1) Legislative Admin Services Administrator N906, (1) Q065C Office Services Supervisor C122 reclassified to (1) Q065 Office Services Supervisor C119, (1) Q061C Senior Admin Assistant to the AD C122 reclassified to (1) Q077C Admin Assistant to the AD C120, (1) Q198C Legislative Admin Services Analyst C117 reclassified to (1) Legislative Admin Services Analyst II C120, (1) Q126C Digital Research Tech II C114 reclassified to (1) Assets Manager C117, (3) Q128C Legislative Administrative Assistant C114 reclassified to (3) Q110C Legislative Administrative Assistant II C117, and (1) Q128C Legislative Administrative Assistant C114 reclassified to (1) Q118C Reference Analyst C116.

Legislative Council Disbursing Officer

The 2015-17 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 2014-15 budgeted amounts with no change level requests.

Audit Findings

DIVISION OF LEGISLATIVE AUDIT
AUDIT OF :
THE BUREAU OF LEGISLATIVE RESEARCH

Findings

Recommendations

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

State Contracts Over \$50,000 Awarded To Minority Owned Businesses Fiscal Year 2014

None

Employment Summary

	Male	Female	Total	%
White Employees	33	56	89	77 %
Black Employees	0	19	19	17 %
Other Racial Minorities	1	6	7	6 %
Total Minorities			26	23 %
Total Employees			115	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	Sole 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
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.	0	0.00

Agency Position Usage Report

FY2012 - 2013						FY2013 - 2014						FY2014 - 2015					
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	116	13	129	0	10.08 %	129	114	15	129	0	11.63 %	129	115	14	129	0	10.85 %

Appropriation Summary

Appropriation: 015 - Legislative Council - Operations

Funding Sources: HSC - State Central Services

Historical Data

Agency Request and Executive Recommendation

Commitment Item		2013-2014	2014-2015	2014-2015	2015-2016			2016-2017		
		Actual	Budget	Authorized	Base Level	Agency	Executive	Base Level	Agency	Executive
Regular Salaries	5010000	7,419,706	9,914,663	9,914,663	10,013,810	10,013,810	0	10,013,810	10,013,810	0
#Positions		129	129	129	129	129	0	129	129	0
Extra Help	5010001	13,310	150,000	150,000	150,000	150,000	0	150,000	150,000	0
#Extra Help		3	31	31	31	31	0	31	31	0
Personal Services Matching	5010003	2,343,723	2,810,419	2,810,419	2,838,523	2,838,523	0	2,838,523	2,838,523	0
Operating Expenses	5020002	1,588,963	2,133,686	2,133,686	2,133,686	2,133,686	0	2,133,686	2,133,686	0
Conference & Travel Expenses	5050009	90,153	218,002	218,002	218,002	218,002	0	218,002	218,002	0
Professional Fees	5060010	294,041	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	113,234	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		11,863,130	17,074,202	17,074,202	16,801,453	17,201,453	0	16,801,453	17,201,453	0
Funding Sources										
State Central Services	4000035	11,863,130	17,074,202		16,801,453	17,201,453	0	16,801,453	17,201,453	0
Total Funding		11,863,130	17,074,202		16,801,453	17,201,453	0	16,801,453	17,201,453	0
Excess Appropriation/(Funding)		0	0		0	0	0	0	0	0
Grand Total		11,863,130	17,074,202		16,801,453	17,201,453	0	16,801,453	17,201,453	0

No Executive Recommendation on this appropriation.

Change Level by Appropriation

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

Agency Request

Change Level		2015-2016	Pos	Cumulative	% of BL	2016-2017	Pos	Cumulative	% of BL
BL	Base Level	16,801,453	129	16,801,453	100.0	16,801,453	129	16,801,453	100.0
C01	Existing Program	400,000	0	17,201,453	102.4	400,000	0	17,201,453	102.4
C03	Discontinue Program	(217,973)	0	16,983,480	101.1	(217,973)	0	16,983,480	101.1
C10	Reclass	303,216	0	17,286,696	102.9	303,216	0	17,286,696	102.9
C11	Upgrade/Downgrade	(85,243)	0	17,201,453	102.4	(85,243)	0	17,201,453	102.4
C14	Title Change	0	0	17,201,453	102.4	0	0	17,201,453	102.4