

BUREAU OF LEGISLATIVE RESEARCH

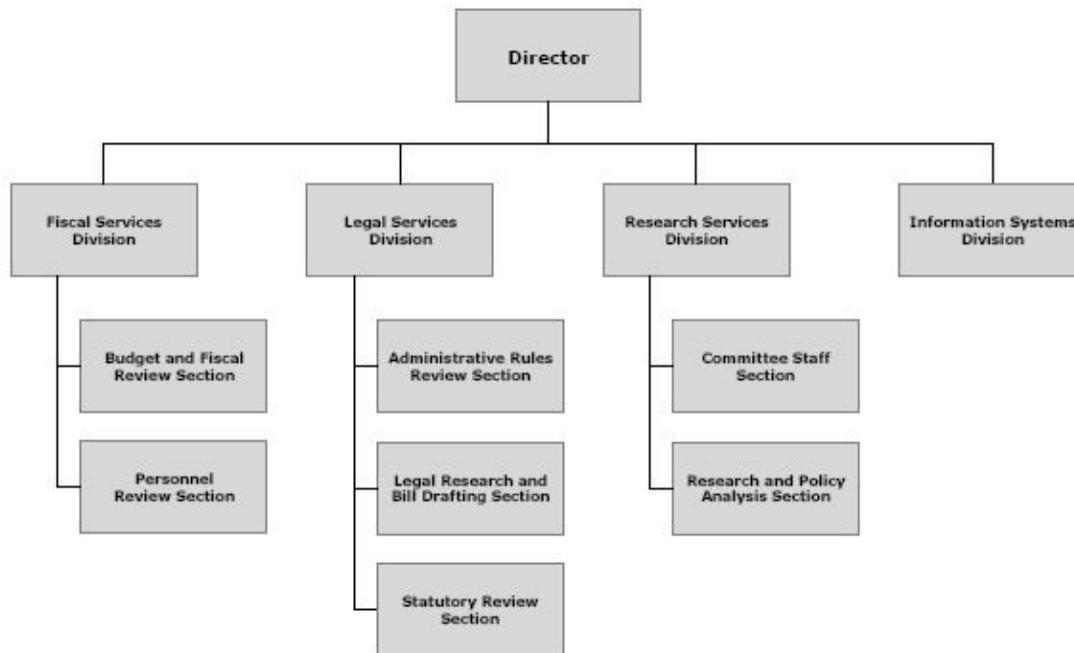
Enabling Laws

Act 578 of 2007
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;
- 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 requests a total of \$15,863,619 for Fiscal Year 2009-10 and \$16,131,903 for Fiscal Year 2010-11 for salaries and operating expenses. Operating Expenses, Travel-Conference Fees and Professional Fees and Services were based on Fiscal Year 2007-08 actual expenditures. Capital Outlay is requested to be continued at the current budgeted level for both fiscal years to provide appropriation flexibility for replacement and upgrading of various equipment when necessary. All other operating expense commitment items are requested to be continued at the FY 2008-09 budgeted level.

Personnel

The Bureau of Legislative Research (BLR) requests a total of 132 positions which is the current authorized level. The Regular Salaries and Personal Services Matching appropriations include a 2.3% increase each year of the 2009-11 biennium. This request includes the Chief Information Officer position being classified at the N912 pay grade, the BLR Administrator positions being classified at the N910 pay grade and the Applications Manager and Network Manager positions being classified as a N907 pay grade in the new Professional and Executive Pay Plan. The request establishes a career ladder for the Legislative Attorney, Legislative Analyst, PC Support Specialist and Legislative Administrative Assistant positions. The career ladder and pay grade for the Legislative Attorney positions are C124 for Legislative Attorney and C129 for Legislative Attorney II. The career ladder and pay grade for the Legislative Analyst positions are C120 for Legislative Analyst, C122 for Legislative Analyst II, C126 for Senior Legislative Analyst and C129 for Senior Legislative Analyst II. The career ladder and pay grade for PC Support positions are C120 for PC Support Specialist, C122 for PC Support Specialist II and C127 for PC Support Manager. The career ladder and pay grade for the Legislative Administrative Assistant positions are C114 for Legislative Administrative Assistant and C117 for Legislative Administrative Assistant II. All other classified positions have been assigned a job title and pay grade in the new Career Service Pay Plan. Non-classified positions not included in the new pay plan reflect a 5% for FY2010 and 2.3% for FY2011 increase over the current line item maximum, as we understand is consistent with other agencies.

Legislative Council Disbursing Officer

The 2009-11 biennial request for the Joint Ad Interim Committee Study Expenses, Joint AD Interim Committee Expenses and the Energy Council appropriation are all requested to be continued at the Fiscal Year 2008-09 budgeted amounts.

Audit Findings

DIVISION OF LEGISLATIVE AUDIT
AUDIT OF :
BUREAU OF LEGISLATIVE RESEARCH
FOR THE YEAR ENDED JUNE 30, 2007

Findings

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

Recommendations

Employment Summary

	Male	Female	Total	%
White Employees	32	53	85	85 %
Black Employees	1	11	12	12 %
Other Racial Minorities	1	2	3	3 %
Total Minorities			15	15 %
Total Employees			100	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.
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.

A.C.A. 25-1-204

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

FY2006 - 2007						FY2007 - 2008						FY2008 - 2009					
Authorized in Act	Budgeted			Unbudgeted	% of Authorized Unused	Authorized in Act	Budgeted			Unbudgeted	% of Authorized Unused	Authorized in Act	Budgeted			Unbudgeted	% of Authorized Unused
	Filled	Unfilled	Total	Total			Filled	Unfilled	Total	Total			Filled	Unfilled	Total	Total	
136	100	36	136	0	26.47 %	132	102	30	132	0	22.73 %	132	100	32	132	0	24.24 %

Appropriation Summary

Appropriation: 015 - Legislative Council - Operations

Funding Sources: HSC - State Central Services

Historical Data

Agency Request and Executive Recommendation

Commitment Item		Historical Data			Agency Request and Executive Recommendation			Agency Request and Executive Recommendation		
		2007-2008 Actual	2008-2009 Budget	2008-2009 Authorized	2009-2010			2010-2011		
					Base Level	Agency	Executive	Base Level	Agency	Executive
Regular Salaries	5010000	5,778,552	8,978,148	8,978,148	9,184,645	9,184,645	0	9,395,892	9,395,892	0
#Positions		113	132	132	132	132	0	132	132	0
Extra Help	5010001	10,485	80,000	80,000	80,000	80,000	0	80,000	80,000	0
#Extra Help		5	31	31	31	31	0	31	31	0
Personal Services Matching	5010003	1,607,152	2,369,378	2,369,378	2,479,854	2,479,854	0	2,536,891	2,536,891	0
Operating Expenses	5020002	967,874	773,115	773,115	773,115	967,874	0	773,115	967,874	0
Conference & Travel Expenses	5050009	218,002	198,190	198,190	198,190	218,002	0	198,190	218,002	0
Professional Fees	5060010	602,689	429,495	429,495	429,495	602,689	0	429,495	602,689	0
Data Processing	5090012	394	262,012	262,012	262,012	262,012	0	262,012	262,012	0
Capital Outlay	5120011	387,325	400,000	400,000	0	400,000	0	0	400,000	0
Contingency	5130018	0	1,563,480	1,563,480	1,563,480	1,563,480	0	1,563,480	1,563,480	0
Committee Rooms	5900046	27,037	105,063	105,063	105,063	105,063	0	105,063	105,063	0
Total		9,599,510	15,158,881	15,158,881	15,075,854	15,863,619	0	15,344,138	16,131,903	0
Funding Sources										
State Central Services	4000035	9,599,510	15,158,881		15,075,854	15,863,619	0	15,344,138	16,131,903	0
Total Funding		9,599,510	15,158,881		15,075,854	15,863,619	0	15,344,138	16,131,903	0
Excess Appropriation/(Funding)		0	0		0	0	0	0	0	0
Grand Total		9,599,510	15,158,881		15,075,854	15,863,619	0	15,344,138	16,131,903	0

No Executive Recommendation made on this appropriation.

Actual Expenditures for FY08 exceed Authorized in Operating Expenses, Conference & Travel Expenses and Professional Fees due to special language which provides Appropriation Transfer authority.

Change Level by Appropriation

Appropriation: 015 - Legislative Council - Operations

Funding Sources: HSC - State Central Services

Agency Request

Change Level		2009-2010	Pos	Cumulative	% of BL	2010-2011	Pos	Cumulative	% of BL
BL	Base Level	15,075,854	132	15,075,854	100.0	15,344,138	132	15,344,138	100.0
C01	Existing Program	787,765	0	15,863,619	105.2	787,765	0	16,131,903	105.1