

State of Arkansas
91st General Assembly
Fiscal Session, 2018

A Bill

HOUSE BILL 1138

By: House Management

For An Act To Be Entitled

AN ACT TO MAKE AN APPROPRIATION FOR PERSONAL SERVICES
AND OPERATING EXPENSES FOR THE ARKANSAS HOUSE OF
REPRESENTATIVES - STAFF FOR THE FISCAL YEAR ENDING
JUNE 30, 2019; AND FOR OTHER PURPOSES.

Subtitle

AN ACT FOR THE ARKANSAS HOUSE OF
REPRESENTATIVES - STAFF APPROPRIATION FOR
THE 2018-2019 FISCAL YEAR.

BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF ARKANSAS:

SECTION 1. REGULAR SALARIES - HOUSE STAFF. There is hereby established for the Arkansas House of Representatives for the 2018-2019 fiscal year, the following maximum number of regular employees.

Item No.	Title	Maximum No. of Employees	Maximum Annual Salary Rate Fiscal Year 2018-2019
(1)	CHIEF OF STAFF	1	GRADE SE03
(2)	PARLIAMENTARIAN/COORD LEGISLATIVE SERV	1	GRADE SE02
(3)	HOUSE COUNSEL/ASST PARLIAMENTARIAN	1	GRADE SE02
(4)	HOUSE ADMINISTRATOR	1	GRADE SE01
(5)	CHIEF CLERK/FISCAL OFFICER	1	GRADE GS14
(6)	DIRECTOR OF MEMBER SERVICES	1	GRADE GS14
(7)	ADMINISTRATIVE SPECIALIST	3	GRADE GS11



(8)	HOUSE PROPERTIES & FACILITIES MGR	1	GRADE GS11
(9)	CHIEF INFORMATION OFFICER	1	GRADE GS11
(10)	ASST CHIEF CLERK/ASST FISCAL OFFICER	1	GRADE GS09
(11)	PRODUCTION ASSISTANT	3	GRADE GS06
(12)	ADMINISTRATIVE RECEPTIONIST	1	GRADE GS05
(13)	ASST HOUSE PROPERTIES & FACILITIES MGR	<u>1</u>	GRADE GS05
	MAX. NO. OF EMPLOYEES	17	

SECTION 2. EXTRA HELP. There is hereby authorized, for the Arkansas House of Representatives for the 2018-2019 fiscal year, the following maximum number of part-time or temporary employees, to be known as "Extra Help", payable from funds appropriated herein for such purposes: seven (7) temporary or part-time employees, when needed, at rates of pay not to exceed those provided in the Uniform Classification and Compensation Act, or its successor, or this act for the appropriate classification.

SECTION 3. APPROPRIATION - STAFF. There is hereby appropriated, to the Arkansas House of Representatives, to be payable from the State Central Services Fund, for personal services and operating expenses of the Arkansas House of Representatives and the staff of the Arkansas House of Representatives for the fiscal year ending June 30, 2019, the following:

ITEM	FISCAL YEAR
<u>NO.</u>	<u>2018-2019</u>
(01) REGULAR SALARIES	\$1,361,111
(02) EXTRA HELP	100,000
(03) PERSONAL SERV MATCHING	381,119
(04) MAINTENANCE & GENERAL OPERATIONS	700,000
(05) MAINT. & GEN. OPERATION	
(A) OPER. EXPENSE	0
(B) CONF. & TRAVEL	0
(C) PROF. FEES	75,000
(D) CAP. OUTLAY	0
(E) DATA PROC.	<u>0</u>
TOTAL AMOUNT APPROPRIATED	<u><u>\$2,617,230</u></u>

SECTION 4. APPROPRIATION - INSTITUTE. There is hereby appropriated, to the Arkansas House of Representatives, to be payable from the Constitutional Officers Fund, for payment of per diem and mileage of members and newly elected members who attend the Institute of Legislative Procedure, House Legislative Orientation, and any other briefing meetings held prior to the convening of a Legislative Session of the General Assembly, the sum of

\$200,000.

SECTION 5. APPROPRIATION - INFORMATION TECHNOLOGY. There is hereby appropriated, to the Arkansas House of Representatives, to be payable from the State Central Services Fund, for operating expenses required in continuing the automating of the legislative process of the Arkansas House of Representatives for the fiscal year ending June 30, 2019, the following:

ITEM	FISCAL YEAR
<u>NO.</u>	<u>2018-2019</u>
(01) MAINT. & GEN. OPERATION	
(A) OPER. EXPENSE	\$250,000
(B) CONF. & TRAVEL	0
(C) PROF. FEES	0
(D) CAP. OUTLAY	250,000
(E) DATA PROC.	<u>0</u>
TOTAL AMOUNT APPROPRIATED	<u><u>\$500,000</u></u>

SECTION 6. REGULAR SALARIES - MEMBER SERVICES. There is hereby established for the Arkansas House of Representatives - Member Services for the 2018-2019 fiscal year, the following maximum number of regular employees.

Item	Maximum	Maximum Annual
<u>No.</u>	<u>Title</u>	<u>Salary Rate</u>
	No. of	Fiscal Year
	Employees	2018-2019
(1)	HOUSE LEGIS ANALYST/SESSION EMPLOYEE III	8
(2)	HOUSE LEGIS ANALYST/SESSION EMPLOYEE I	3
(3)	HOUSE LEGISLATIVE COMMITTEE SECRETARY I	<u>1</u>
	MAX. NO. OF EMPLOYEES	12

SECTION 7. APPROPRIATION - MEMBER SERVICES. There is hereby appropriated, to the Arkansas House of Representatives, to be payable from the State Central Services Fund, for personal services and operating expenses of the Arkansas House of Representatives - Member Services for the fiscal year ending June 30, 2019, the following:

ITEM NO.	FISCAL YEAR 2018-2019
(01) REGULAR SALARIES	\$1,149,754
(02) EXTRA HELP	50,000
(03) PERSONAL SERV MATCHING	321,931
(04) MAINT. & GEN. OPERATION	
(A) OPER. EXPENSE	45,000
(B) CONF. & TRAVEL	30,000
(C) PROF. FEES	0
(D) CAP. OUTLAY	40,000
(E) DATA PROC.	<u>35,000</u>
TOTAL AMOUNT APPROPRIATED	<u><u>\$1,671,685</u></u>

SECTION 8. REGULAR SALARIES - SUPPLEMENTAL STAFFING. There is hereby established for the Arkansas House of Representatives - Supplemental Staffing for the 2018-2019 fiscal year, the following maximum number of regular employees.

Item No.	Title	Maximum No. of Employees	Maximum Annual Salary Rate Fiscal Year 2018-2019
(1)	HOUSE LEGISLATIVE ANALYST III	8	GRADE GS09
(2)	HOUSE LEGISLATIVE ANALYST II	4	GRADE GS07
(3)	MANAGEMENT PROJECT ANALYST	1	GRADE GS07
(4)	HOUSE LEGIS COMMITTEE SECRETARY II	<u>6</u>	GRADE GS06
	MAX. NO. OF EMPLOYEES	19	

SECTION 9. APPROPRIATION - SUPPLEMENTAL STAFFING. There is hereby

appropriated, to the Arkansas House of Representatives, to be payable from the State Central Services Fund, for personal services and operating expenses of the Arkansas House of Representatives - Supplemental Staffing for the fiscal year ending June 30, 2019, the following:

ITEM	FISCAL YEAR
<u>NO.</u>	<u>2018-2019</u>
(01) REGULAR SALARIES	\$1,379,953
(02) PERSONAL SERV MATCHING	386,387
(03) MAINT. & GEN. OPERATION	
(A) OPER. EXPENSE	155,000
(B) CONF. & TRAVEL	33,825
(C) PROF. FEES	5,000
(D) CAP. OUTLAY	61,424
(E) DATA PROC.	<u>10,000</u>
TOTAL AMOUNT APPROPRIATED	<u><u>\$2,031,589</u></u>

SECTION 10. APPROPRIATION - HOUSE SELECT COMMITTEE EXPENSES. There is hereby appropriated, to the Arkansas House of Representatives, to be payable from the State Central Services Fund, for paying per diem, expenses and mileage to members of the House of Representatives attending regular and special meetings and other committee related activities of the House Select Committees for the fiscal year ending June 30, 2019, the following:

ITEM	FISCAL YEAR
<u>NO.</u>	<u>2018-2019</u>
(01) PER DIEM, EXPENSES AND MILEAGE FOR MEMBERS OF HOUSE SELECT COMMITTEES	<u><u>\$100,000</u></u>

SECTION 11. APPROPRIATION - REAPPROPRIATION - CONSTITUTIONAL OFFICERS FUND. There is hereby appropriated, to the Arkansas House of Representatives, to be payable from the Constitutional Officers Fund, for the balance remaining on June 30, 2018 in the appropriations enacted to defray any necessary expenses of the House of Representatives of the Ninety-First General Assembly, Section 2 of Act 1 of 2017, Sections 4 and 11 of Act 499 of 2017, and HB1001 as introduced in the 2018 Fiscal Session, there to be used

for the same purposes for the Arkansas House of Representatives of the
Ninety-First General Assembly, the sum in the aggregate not to exceed
..... \$3,079,226.

SECTION 12. APPROPRIATION - REAPPROPRIATION - STATE CENTRAL SERVICES
FUND. There is hereby appropriated, to the Arkansas House of Representatives,
to be payable from the State Central Services Fund, for the balance remaining
on June 30, 2018 in the appropriations enacted to defray any necessary
expenses of the House of Representatives of the Ninety-First General
Assembly, Sections 3, 5, 7, 9, 10 and 12 of Act 499 of 2017, there to be used
for the same purposes for the Arkansas House of Representatives of the
Ninety-First General Assembly, the sum in the aggregate not to exceed
..... \$3,000,000.

SECTION 13. SPECIAL LANGUAGE. NOT TO BE INCORPORATED INTO THE ARKANSAS
CODE NOR PUBLISHED SEPARATELY AS SPECIAL, LOCAL AND TEMPORARY LAW. USES OF
FUNDS. The funds appropriated in this Act shall be used to defray the
necessary expenses of the operation of the Office of the Speaker of the House
of Representatives, the Office of the Chief of Staff, the Office of the
Coordinator of House Legislative Services, the Office of Parliamentarian, the
Chief Clerk's Office, House Member Services Office and other reasonable and
necessary expenses of the House of Representatives of the General Assembly
incurred during the fiscal year ending June 30, ~~2018~~ 2019. Any balance
remaining on June 30, ~~2017~~ 2018 in the funds provided by this Act shall be
made available for the fiscal year ending June 30, ~~2018~~ 2019 and for the same
purposes.

SECTION 14. SPECIAL LANGUAGE. NOT TO BE INCORPORATED INTO THE ARKANSAS
CODE NOR PUBLISHED SEPARATELY AS SPECIAL, LOCAL AND TEMPORARY LAW. TRANSFER
AUTHORITY. If the Speaker of the House and the Chief of Staff or his
designee determine that any item or portion thereof appropriated herein for a
specific purpose is not needed for such purpose, they may certify such fact
to the State Auditor and the State Auditor shall cause a transfer to be made
from one item to another.

SECTION 15. SPECIAL LANGUAGE. NOT TO BE INCORPORATED INTO THE ARKANSAS

CODE NOR PUBLISHED SEPARATELY AS SPECIAL, LOCAL AND TEMPORARY LAW. SALARIES. In order that exceptionally well-qualified personnel may be recruited and retained, the House of Representatives may exceed the maximum salary levels by no more than twenty percent (20%) for no more than one-third (1/3) of the positions authorized in their operation appropriation act, may exceed the maximum salary levels for the purpose of merit adjustments for all positions, and may promote a maximum of two grades for no more than one-third (1/3) of the classified positions authorized in its operation appropriation act.

SECTION 16. SPECIAL LANGUAGE. NOT TO BE INCORPORATED INTO THE ARKANSAS CODE NOR PUBLISHED SEPARATELY AS SPECIAL, LOCAL AND TEMPORARY LAW.

AUDIO/VISUAL POLICY. The appropriations provided herein to produce audio or video materials by or under the direction of the House of Representatives shall not be used for the following:

- (a) A person may not use audio or video materials produced by or under the direction of the House of Representatives in political or campaign advertising.
- (b) A person may not use audio or video materials produced by or under the direction of the House of Representatives for a commercial purpose.
 - (1) In this section, "commercial purpose" means a purpose that is intended to result in a profit or other tangible benefit.
- (c) The House Management Committee may give permission to an entity to use the audio or video materials for public education governmental broadcast which shall not conflict with subsection (b).

SECTION 17. COMPLIANCE WITH OTHER LAWS. Disbursement of funds authorized by this act shall be limited to the appropriation for such agency and funds made available by law for the support of such appropriations; and the restrictions of the State Procurement Law, the General Accounting and Budgetary Procedures Law, the Revenue Stabilization Law, the Regular Salary Procedures and Restrictions Act, or their successors, and other fiscal control laws of this State, where applicable, and regulations promulgated by the Department of Finance and Administration, as authorized by law, shall be strictly complied with in disbursement of said funds.

SECTION 18. LEGISLATIVE INTENT. It is the intent of the General

Assembly that any funds disbursed under the authority of the appropriations contained in this act shall be in compliance with the stated reasons for which this act was adopted, as evidenced by the Agency Requests, Executive Recommendations and Legislative Recommendations contained in the budget manuals prepared by the Department of Finance and Administration, letters, or summarized oral testimony in the official minutes of the Arkansas Legislative Council or Joint Budget Committee which relate to its passage and adoption.

SECTION 19. EFFECTIVE DATE. This act is effective on and after July 1, 2018.

APPROVED: 3/6/18