

1 State of Arkansas  
2 94th General Assembly  
3 Fiscal Session, 2024  
4

# A Bill

HOUSE BILL 1002

5 By: House Management  
6

## For An Act To Be Entitled

8 AN ACT TO MAKE AN APPROPRIATION FOR PERSONAL SERVICES  
9 AND OPERATING EXPENSES FOR THE ARKANSAS HOUSE OF  
10 REPRESENTATIVES - STAFF FOR THE FISCAL YEAR ENDING  
11 JUNE 30, 2025; AND FOR OTHER PURPOSES.  
12  
13

## Subtitle

14 AN ACT FOR THE ARKANSAS HOUSE OF  
15 REPRESENTATIVES - STAFF APPROPRIATION FOR  
16 THE 2024-2025 FISCAL YEAR.  
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20 BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF ARKANSAS:  
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22 SECTION 1. REGULAR SALARIES - HOUSE STAFF. There is hereby established  
23 for the Arkansas House of Representatives for the 2024-2025 fiscal year, the  
24 following maximum number of regular employees.  
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26			Maximum Annual
27			Salary Rate
28	Item		Fiscal Year
29	<u>No.</u>	<u>Title</u>	<u>2024-2025</u>
30	(1)	CHIEF OF STAFF	1 GRADE SE04
31	(2)	CHIEF COUNSEL/PARLIAMENTARIAN	1 GRADE SE03
32	(3)	COORD LEGISLATIVE SERV	1 GRADE SE01
33	(4)	CHIEF INFORMATION OFFICER	1 GRADE SE01
34	(5)	CHIEF CLERK/FISCAL OFFICER	1 GRADE SE01
35	(6)	DIRECTOR OF MEMBER SERVICES	1 GRADE SE01
36	(7)	ADMIN SPECIALIST/TRAVEL COORDINATOR	1 GRADE GS12

1	(8)	HOUSE PROPERTIES & FACILITIES MGR	1	GRADE GS12
2	(9)	DIRECTOR OF OPS/EXEC ADMIN TO THE SPEAKER	1	GRADE GS12
3	(10)	ADMINISTRATIVE SPECIALIST	1	GRADE GS11
4	(11)	CHIEF SECURITY OFFICER/SERGEANT AT ARMS	1	GRADE GS11
5	(12)	ASST CHIEF CLERK/ASST FISCAL OFFICER	1	GRADE GS11
6	(13)	COMMUNICATIONS SPECIALIST/VIDEOGRAPHER	1	GRADE GS10
7	(14)	COMMUNICATIONS SPECIALIST/PHOTOGRAPHER	1	GRADE GS10
8	(15)	ADMINISTRATIVE RECEPTIONIST	2	GRADE GS07
9	(16)	ASST HOUSE PROPERTIES & FACILITIES MGR	1	GRADE GS07
10	(17)	PRODUCTION ASSISTANT	<u>1</u>	GRADE GS06
11		MAX. NO. OF EMPLOYEES	18	

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13 SECTION 2. EXTRA HELP. There is hereby authorized, for the Arkansas  
 14 House of Representatives for the 2024-2025 fiscal year, the following maximum  
 15 number of part-time or temporary employees, to be known as "Extra Help",  
 16 payable from funds appropriated herein for such purposes: seven (7)  
 17 temporary or part-time employees, when needed, at rates of pay not to exceed  
 18 those provided in the Uniform Classification and Compensation Act, or its  
 19 successor, or this act for the appropriate classification.

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21 SECTION 3. APPROPRIATION - STAFF. There is hereby appropriated, to the  
 22 Arkansas House of Representatives, to be payable from the State Central  
 23 Services Fund, for personal services and operating expenses of the Arkansas  
 24 House of Representatives for the fiscal year ending June 30, 2025, the  
 25 following:

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27	ITEM	FISCAL YEAR
28	<u>NO.</u>	<u>2024-2025</u>
29	(01) REGULAR SALARIES	\$1,662,250
30	(02) EXTRA HELP	50,000
31	(03) PERSONAL SERV MATCHING	449,602
32	(04) MAINTENANCE & GENERAL OPERATIONS	100,000
33	(05) MAINT. & GEN. OPERATION	
34	(A) OPER. EXPENSE	0
35	(B) CONF. & TRAVEL	0
36	(C) PROF. FEES	25,000

1	(D) CAP. OUTLAY	0
2	(E) DATA PROC.	<u>0</u>
3	TOTAL AMOUNT APPROPRIATED	<u><u>\$2,286,852</u></u>

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5 SECTION 4. APPROPRIATION - INSTITUTE. There is hereby appropriated, to  
 6 the Arkansas House of Representatives, to be payable from the Constitutional  
 7 Officers Fund, for payment of per diem and mileage of members and newly  
 8 elected members who attend the Institute of Legislative Procedure, House  
 9 Legislative Orientation, and any other briefing meetings held prior to the  
 10 convening of a Legislative Session of the General Assembly, the sum  
 11 of.....\$50,000.

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13 SECTION 5. APPROPRIATION - INFORMATION TECHNOLOGY. There is hereby  
 14 appropriated, to the Arkansas House of Representatives, to be payable from  
 15 the State Central Services Fund, for operating expenses required in  
 16 continuing the automating of the legislative process of the Arkansas House of  
 17 Representatives for the fiscal year ending June 30, 2025, the following:

19	ITEM	FISCAL YEAR
20	<u>NO.</u>	<u>2024-2025</u>
21	(01) MAINT. & GEN. OPERATION	
22	(A) OPER. EXPENSE	\$25,000
23	(B) CONF. & TRAVEL	0
24	(C) PROF. FEES	0
25	(D) CAP. OUTLAY	125,000
26	(E) DATA PROC.	<u>0</u>
27	TOTAL AMOUNT APPROPRIATED	<u><u>\$150,000</u></u>

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29 SECTION 6. REGULAR SALARIES - MEMBER SERVICES. There is hereby  
 30 established for the Arkansas House of Representatives - Member Services for  
 31 the 2024-2025 fiscal year, the following maximum number of regular employees.

33		Maximum Annual
34		Salary Rate
35	Item	Fiscal Year
36	<u>No. Title</u>	<u>Employees 2024-2025</u>

1	(1)	HOUSE LEGIS ANALYST/SESSION EMPLOYEE III	6	GRADE GS11
2	(2)	HOUSE SPECIAL PROJECTS/GRANTS COORDINATOR	1	GRADE GS11
3	(3)	HOUSE LEGIS ANALYST/SESSION EMPLOYEE II	3	GRADE GS09
4	(4)	HOUSE LEGIS ANALYST/SESSION EMPLOYEE I	2	GRADE GS06
5	(5)	HOUSE LEGISLATIVE COMMITTEE SECRETARY	<u>1</u>	GRADE GS05
6		MAX. NO. OF EMPLOYEES	13	

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8 SECTION 7. APPROPRIATION - MEMBER SERVICES. There is hereby

9 appropriated, to the Arkansas House of Representatives, to be payable from

10 the State Central Services Fund, for personal services and operating expenses

11 of the Arkansas House of Representatives - Member Services for the fiscal

12 year ending June 30, 2025, the following:

14	ITEM	FISCAL YEAR
15	<u>NO.</u>	<u>2024-2025</u>
16	(01) REGULAR SALARIES	\$969,285
17	(02) EXTRA HELP	25,000
18	(03) PERSONAL SERV MATCHING	271,399
19	(04) MAINT. & GEN. OPERATION	
20	(A) OPER. EXPENSE	10,000
21	(B) CONF. & TRAVEL	0
22	(C) PROF. FEES	0
23	(D) CAP. OUTLAY	0
24	(E) DATA PROC.	<u>0</u>
25	TOTAL AMOUNT APPROPRIATED	<u>\$1,275,684</u>

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27 SECTION 8. REGULAR SALARIES - SUPPLEMENTAL STAFFING. There is hereby

28 established for the Arkansas House of Representatives - Supplemental Staffing

29 for the 2024-2025 fiscal year, the following maximum number of regular

30 employees.

32		Maximum Annual
33		Salary Rate
34	Item	Fiscal Year
35	<u>No. Title</u>	<u>2024-2025</u>
36		<u>Employees</u>
	(1) HOUSE LEGISLATIVE ANALYST II	5 GRADE GS09

1	(2)	HOUSE LEGISLATIVE ANALYST	2	GRADE GS06
2	(3)	MANAGEMENT PROJECT ANALYST	1	GRADE GS06
3	(4)	HOUSE LEGIS COMMITTEE SECRETARY	<u>5</u>	GRADE GS05
4		MAX. NO. OF EMPLOYEES	13	

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 6 SECTION 9. APPROPRIATION - SUPPLEMENTAL STAFFING. There is hereby  
 7 appropriated, to the Arkansas House of Representatives, to be payable from  
 8 the State Central Services Fund, for personal services and operating expenses  
 9 of the Arkansas House of Representatives - Supplemental Staffing for the  
 10 fiscal year ending June 30, 2025, the following:

12	ITEM	FISCAL YEAR
13	<u>NO.</u>	<u>2024-2025</u>
14	(01) REGULAR SALARIES	\$670,000
15	(02) PERSONAL SERV MATCHING	174,000
16	(03) MAINT. & GEN. OPERATION	
17	(A) OPER. EXPENSE	0
18	(B) CONF. & TRAVEL	0
19	(C) PROF. FEES	0
20	(D) CAP. OUTLAY	0
21	(E) DATA PROC.	<u>0</u>
22	TOTAL AMOUNT APPROPRIATED	<u><u>\$844,000</u></u>

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 24 SECTION 10. APPROPRIATION - HOUSE SELECT COMMITTEE EXPENSES. There is  
 25 hereby appropriated, to the Arkansas House of Representatives, to be payable  
 26 from the State Central Services Fund, for paying per diem, expenses and  
 27 mileage to members of the House of Representatives attending regular and  
 28 special meetings and other committee related activities of the House Select  
 29 Committees for the fiscal year ending June 30, 2025, the following:

31	ITEM	FISCAL YEAR
32	<u>NO.</u>	<u>2024-2025</u>
33	(01) PER DIEM, EXPENSES AND MILEAGE FOR	
34	MEMBERS OF HOUSE SELECT COMMITTEES	<u><u>\$50,000</u></u>

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 36 SECTION 11. APPROPRIATION - REAPPROPRIATION - CONSTITUTIONAL OFFICERS

1 FUND. There is hereby appropriated, to the Arkansas House of Representatives,  
 2 to be payable from the Constitutional Officers Fund, for the balance  
 3 remaining on June 30, 2024 in the appropriations enacted to defray any  
 4 necessary expenses of the House of Representative of the Ninety-Fourth  
 5 General Assembly, Section 2 of Act 1 of 2023, Sections 4 and 11 of Act 213 of  
 6 2023, and HB1001 as introduced in the 2024 Fiscal Session, there to be used  
 7 for the same purposes of the Arkansas House of Representative of the Ninety-  
 8 Fourth General Assembly, the sum in the aggregate not to exceed...\$1,950,000.

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 10 SECTION 12. APPROPRIATION - REAPPROPRIATION - STATE CENTRAL SERVICES.

11 There is hereby appropriated, to the Arkansas House of Representatives, to be  
 12 payable from the State Central Services Fund, for the balance remaining on  
 13 June 30, 2024 in the appropriations enacted to defray any necessary expenses  
 14 of the House of Representatives of the Ninety-Fourth General Assembly,  
 15 Sections 3, 5, 7, 9, 10 and 12 of Act 213 of 2023, there to be used for the  
 16 same purposes of the Arkansas House of Representatives of the Ninety-Fourth  
 17 General Assembly, the sum in the aggregate not to exceed.....\$2,025,000.

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 19 SECTION 13. SPECIAL LANGUAGE. NOT TO BE INCORPORATED INTO THE ARKANSAS  
 20 CODE NOR PUBLISHED SEPARATELY AS SPECIAL, LOCAL AND TEMPORARY LAW. USES OF  
 21 FUNDS. The funds appropriated in this Act shall be used to defray the  
 22 necessary expenses of the operation of the Office of the Speaker of the House  
 23 of Representatives, the Office of the Chief of Staff, the Office of the  
 24 Coordinator of House Legislative Services, the Office of Parliamentarian, the  
 25 Chief Clerk's Office, House Member Services Office and other reasonable and  
 26 necessary expenses of the House of Representatives of the General Assembly  
 27 incurred during the fiscal year ending June 30, ~~2024~~ 2025. Any balance  
 28 remaining on June 30, ~~2023~~ 2024 in the funds provided by this Act shall be  
 29 made available for the fiscal year ending June 30, ~~2024~~ 2025 and for the same  
 30 purposes.

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 32 SECTION 14. SPECIAL LANGUAGE. NOT TO BE INCORPORATED INTO THE ARKANSAS  
 33 CODE NOR PUBLISHED SEPARATELY AS SPECIAL, LOCAL AND TEMPORARY LAW. TRANSFER  
 34 AUTHORITY. If the Speaker of the House and the Chief of Staff or his  
 35 designee determine that any item or portion thereof appropriation herein for  
 36 a specific purpose is not needed for such purpose, they may certify such fact

1 to the State Auditor and the State Auditor shall cause a transfer to be made  
2 from one item to another.

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4 SECTION 15. SPECIAL LANGUAGE. NOT TO BE INCORPORATED INTO THE ARKANSAS  
5 CODE NOR PUBLISHED SEPARATELY AS SPECIAL, LOCAL AND TEMPORARY LAW. SALARIES.  
6 In order that exceptionally well-qualified personnel may be recruited and  
7 retained, the House of Representatives may exceed the maximum salary levels  
8 by no more than twenty percent (20%) for no more than one-third (1/3) of the  
9 positions authorized in their operation appropriation act, may exceed the  
10 maximum salary levels for the purpose of merit adjustments for all positions,  
11 and may promote a maximum of two grades for no more than one-third (1/3) of  
12 the classified positions authorized in its operation appropriation act.

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14 SECTION 16. SPECIAL LANGUAGE. NOT TO BE INCORPORATED INTO THE ARKANSAS  
15 CODE NOR PUBLISHED SEPARATELY AS SPECIAL, LOCAL AND TEMPORARY LAW.  
16 AUDIO/VISUAL POLICY. The appropriations provided herein to produce audio or  
17 video materials by or under the direction of the House of Representatives  
18 shall not be used for the following:

19 (a) A person may not use audio or video materials produced by or under the  
20 direction of the House of Representatives in political or campaign  
21 advertising.

22 (b) A person may not use audio or video materials produced by or under  
23 the direction of the House of Representatives for a commercial purpose.

24 (1) In this section, "commercial purpose" means a purpose that  
25 is intended to result in a profit or other tangible benefit.

26 (c) The House Management Committee may give permission to an entity to use  
27 the audio or video materials for public education governmental  
28 broadcast which shall not conflict with subsection (b).

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30 SECTION 17. COMPLIANCE WITH OTHER LAWS. Disbursement of funds  
31 authorized by this act shall be limited to the appropriation for such agency  
32 and funds made available by law for the support of such appropriations; and  
33 the restrictions of the State Procurement Law, the General Accounting and  
34 Budgetary Procedures Law, the Revenue Stabilization Law, the Regular Salary  
35 Procedures and Restrictions Act, or their successors, and other fiscal  
36 control laws of this State, where applicable, and regulations promulgated by

1 the Department of Finance and Administration, as authorized by law, shall be  
2 strictly complied with in disbursement of said funds.

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4 SECTION 18. LEGISLATIVE INTENT. It is the intent of the General  
5 Assembly that any funds disbursed under the authority of the appropriations  
6 contained in this act shall be in compliance with the stated reasons for  
7 which this act was adopted, as evidenced by the Agency Requests, Executive  
8 Recommendations and Legislative Recommendations contained in the budget  
9 manuals prepared by the Department of Finance and Administration, letters, or  
10 summarized oral testimony in the official minutes of the Arkansas Legislative  
11 Council or Joint Budget Committee which relate to its passage and adoption.

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13 SECTION 19. EMERGENCY CLAUSE. It is found and determined by the  
14 General Assembly, that the Constitution of the State of Arkansas prohibits  
15 the appropriation of funds for more than a one (1) year period; that the  
16 effectiveness of this Act on July 1, 2024 is essential to the operation of  
17 the agency for which the appropriations in this Act are provided, and that in  
18 the event of an extension of the legislative session, the delay in the  
19 effective date of this Act beyond July 1, 2024 could work irreparable harm  
20 upon the proper administration and provision of essential governmental  
21 programs. Therefore, an emergency is hereby declared to exist and this Act  
22 being necessary for the immediate preservation of the public peace, health  
23 and safety shall be in full force and effect from and after July 1, 2024.

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26 APPROVED: 4/25/24  
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