

# SCSL Digital Collections

## Agency Budget Plan - Fiscal Year 2017-18

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<b>AGENCY NAME:</b>	Leg. Dept. - Codification of Laws and Leg. Council		
<b>AGENCY CODE:</b>	A15	<b>SECTION:</b>	91C



# Fiscal Year 2017-18 Agency Budget Plan

## FORM A – SUMMARY

<b>RECURRING FUNDS (FORM B DECISION PACKAGES)</b>	<b>My agency is submitting the following recurring decision packages listed in <u>priority order</u> (Form B):</b> 10191, 9447	
	<b>For FY 2017-18, my agency is (mark "X"):</b>	
	<input type="checkbox"/>	Requesting a net increase in recurring General Fund appropriations.
	<input checked="" type="checkbox"/>	Not requesting a net increase in recurring General Fund Appropriations.


<b>CAPITAL &amp; NON-RECURRING FUNDS (FORM C DECISION PACKAGES)</b>	<b>My agency is submitting the following one-time decision packages listed in <u>priority order</u> (Form C):</b> None	
	<b>For FY 2017-18, my agency is (mark "X"):</b>	
	<input type="checkbox"/>	Requesting capital and/or non-recurring funds.
	<input checked="" type="checkbox"/>	Not requesting capital and/or non-recurring funds.

<b>PROVISOS (FORM D)</b>	<b>For FY 2017-18, my agency is (mark "X"):</b>	
	<input type="checkbox"/>	Requesting a new proviso and/or substantive changes to existing provisos.
	<input type="checkbox"/>	Only requesting technical proviso changes (such as date references).
	<input checked="" type="checkbox"/>	Not requesting any proviso changes.

Please identify your agency's preferred contacts for this year's budget process.

	<u>Name</u>	<u>Phone</u>	<u>Email</u>
<b>PRIMARY CONTACT:</b>	James H. Harrison	803-212-4500	JimHarrison@SCStatehouse.gov
<b>SECONDARY CONTACT:</b>	Ashley Harwell-Beach	803-212-4500	AshleyHarwellBeach@SCStatehouse.gov

I have reviewed and approved the enclosed FY 2017-18 Agency Budget Plan, which is complete and accurate to the extent of my knowledge.

<b>SIGN/DATE:</b>	<u>Agency Director</u>	<u>Board or Commission Chair</u>
	August 26, 2016 	

<b>AGENCY NAME:</b>	<b>Leg. Dept. - Codification of Laws and Leg. Council</b>		
<b>AGENCY CODE:</b>	<b>A15</b>	<b>SECTION:</b>	<b>91C</b>

<b><i>TYPE/PRINT NAME:</i></b>	James H. Harrison	
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*This form must be signed by the department head – not a delegate.*

<b>AGENCY NAME:</b>	<b>Leg. Dept. - Codification of Laws and Leg. Council</b>		
<b>AGENCY CODE:</b>	<b>A15</b>	<b>SECTION:</b>	<b>91C</b>

**FORM B – PROGRAM REVISION REQUEST**

<b>DECISION PACKAGE</b>	<b>10191</b>
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*Provide the decision package number issued by the PBF system ("Governor's Request").*

<b>TITLE</b>	<b>Realignment of Develop/Print St Reg line 0513.000000.000</b>
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*Provide a brief, descriptive title for this request.*

<b>AMOUNT</b>	<b>\$0</b>
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*What is the net change in requested appropriations for FY 2017-18? This amount should correspond to the decision package's total in PBF across all funding sources.*

<b>ENABLING AUTHORITY</b>	
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*What specific state or federal statutory, regulatory, and/or administrative authority established this program? Is this decision package prompted by the establishment of or a revision to that authority? Please avoid citing general provisions of law where possible, and instead cite to the most specific legal authority supporting the request.*

<b>FACTORS ASSOCIATED WITH THE REQUEST</b>	<b>Mark "X" for all that apply:</b>
	<input type="checkbox"/> (Base Adjustment) Allocation of statewide employee benefits.
	<input checked="" type="checkbox"/> (Base Adjustment) Realignment within existing programs and lines.
	<input type="checkbox"/> (Base Adjustment) Restructuring of agency programs – <i>requires pre-approval.</i>
	<input type="checkbox"/> IT Technology/Security related
	<input type="checkbox"/> Consulted DTO during development
	<input type="checkbox"/> Related to a Non-Recurring request – If so, Decision Package # _____
	<input type="checkbox"/> Change in cost of providing current services to existing program audience.
	<input type="checkbox"/> Change in case load / enrollment under existing program guidelines.
	<input type="checkbox"/> Non-mandated change in eligibility / enrollment for existing program.
	<input type="checkbox"/> Non-mandated program change in service levels or areas.
	<input type="checkbox"/> Proposed establishment of a new program or initiative.
<input type="checkbox"/> Loss of federal or other external financial support for existing program.	
<input type="checkbox"/> Exhaustion of fund balances previously used to support program.	

<b>RECIPIENTS OF FUNDS</b>	Employee salary lines
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*What individuals or entities would receive these funds (contractors, vendors, grantees, individual beneficiaries, etc.)? How would these funds be allocated – using an existing formula, through a competitive process, based upon predetermined eligibility criteria?*

<b>AGENCY NAME:</b>	<b>Leg. Dept. - Codification of Laws and Leg. Council</b>		
<b>AGENCY CODE:</b>	<b>A15</b>	<b>SECTION:</b>	<b>91C</b>

<b>ACCOUNTABILITY OF FUNDS</b>	<p>Our agency is trying to make our salary lines more reflective to how each FTE salary should be paid. We have only one FTE that works directly with the State Register therefore we want that salary line to only pay one employee instead of the two that we currently pay.</p>
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*What specific agency objective, as outlined in the agency's accountability report, does this funding request support? How would this request advance that objective?*

<b>POTENTIAL OFFSETS</b>	N/A
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*For decision packages that request non-mandatory funding increases to programs or initiatives, please identify a potential offset within an existing lower priority or ineffective program(s).*

<b>MATCHING FUNDS</b>	N/A
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*Would these funds be matched by federal, institutional, philanthropic, or other resources? If so, identify the source, amount, and terms of the match requirement.*

<b>FUNDING ALTERNATIVES</b>	N/A
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*What other possible funding sources were considered? Could this request be met in whole or in part with the use of other resources, including fund balances? If so, please comment on the sustainability of such an approach.*

<b>AGENCY NAME:</b>	<b>Leg. Dept. - Codification of Laws and Leg. Council</b>		
<b>AGENCY CODE:</b>	<b>A15</b>	<b>SECTION:</b>	<b>91C</b>

<b>SUMMARY</b>	<p>Our agency wants to move money from our Develop/Print St Reg line (Funded program 0513.000000.000, commitment item 594091) to our Administration salary line (Funded program 0100.010000.000, commitment item 594091). Currently, we pay two employee salaries from the Develop/Print St Reg and starting with FY 18 we would like to only pay one employee salary from the Develop/Print St Reg. We would like to keep one FTE salary on the Develop/Print St Reg line(Funded program 0513.000000.000, commitment item 594091) and we would like to move the remaining money to our Administration salary line(Funded program 0100.010000.000, commitment item 594091). We would like to leave \$85,893 from the appropriation in the Develop/Print St Reg line(Funded program 0513.000000.000, commitment item 594091) and we would like the remaining balance of the appropriation \$52,265 to be moved to Administration salary line(Funded program 0100.010000.000, commitment item 594091). This would leave our Develop/Print St Reg line (Funded program 0513.000000.000, commitment item 594091) with an appropriation of \$85,893.</p>
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*Using as much detail as necessary to make an informed decision regarding this request, provide a summary of the rationale for the decision package. Why has it been requested? How specifically would the requested funds be used? If the request is related to information security or information technology, explain its relationship to the agency's security or technology plan.*

<b>METHOD OF CALCULATION</b>	<p>Instead of paying two FTE's out of the Develop/Print St Reg line (Funded program 0513.000000.000, commitment item 594091), we are only wanting to pay one FTE out of this line beginning with FY 18. What we are requesting to do is to leave one FTE salary in the Develop/Print St Reg line (Funded program 0513.000000.000, commitment item 594091) and move the remaining balance of appropriation, \$52,265, to the Administration salary line(Funded program 0100.010000.000, commitment item 594091).</p>
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*How was the amount of the request calculated? List the per unit or per FTE costs of implementation. What factors could cause deviations between the request and the amount that could ultimately be required in order to perform the underlying work?*

<b>FUTURE IMPACT</b>	<p>No</p>
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*Will the state incur any maintenance-of-effort or other obligations by adopting this decision package? What impact will there be on future capital and/or operating budgets if this request is or is not honored? Has a source of any such funds been identified and/or obtained by your agency?*

<b>AGENCY NAME:</b>	<b>Leg. Dept. - Codification of Laws and Leg. Council</b>		
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<b>PRIORITIZATION</b>	N/A
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*If no or insufficient new funds are available in order to meet this need, how would the agency prefer to proceed? By using fund balances, generating new revenue, cutting other programs, or deferring action on this request in FY 2017-18? Please be specific.*

<b>INTENDED IMPACT</b>	N/A
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*What impact is this decision package intended to have on service delivery and program outcomes, and over what period of time?*

<b>PROGRAM EVALUATION</b>	N/A
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*How would the use of these funds be evaluated? What specific outcome or performance measures would be used to assess the effectiveness of this program?*

<b>AGENCY NAME:</b>	<b>Leg. Dept. - Codification of Laws and Leg. Council</b>		
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**FORM B – PROGRAM REVISION REQUEST**

<b>DECISION PACKAGE</b>	<b>9447</b>
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*Provide the decision package number issued by the PBF system ("Governor's Request").*

<b>TITLE</b>	<b>Allocations</b>
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*Provide a brief, descriptive title for this request.*

<b>AMOUNT</b>	<b>\$121,108</b>
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*What is the net change in requested appropriations for FY 2017-18? This amount should correspond to the decision package's total in PBF across all funding sources.*

<b>ENABLING AUTHORITY</b>	
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*What specific state or federal statutory, regulatory, and/or administrative authority established this program? Is this decision package prompted by the establishment of or a revision to that authority? Please avoid citing general provisions of law where possible, and instead cite to the most specific legal authority supporting the request.*

<b>FACTORS ASSOCIATED WITH THE REQUEST</b>	<b>Mark "X" for all that apply:</b>
	<input checked="" type="checkbox"/> (Base Adjustment) Allocation of statewide employee benefits.
	<input type="checkbox"/> (Base Adjustment) Realignment within existing programs and lines.
	<input type="checkbox"/> (Base Adjustment) Restructuring of agency programs – <i>requires pre-approval.</i>
	<input type="checkbox"/> IT Technology/Security related
	<input type="checkbox"/> Consulted DTO during development
	<input type="checkbox"/> Related to a Non-Recurring request – If so, Decision Package # _____
	<input type="checkbox"/> Change in cost of providing current services to existing program audience.
	<input type="checkbox"/> Change in case load / enrollment under existing program guidelines.
	<input type="checkbox"/> Non-mandated change in eligibility / enrollment for existing program.
	<input type="checkbox"/> Non-mandated program change in service levels or areas.
	<input type="checkbox"/> Proposed establishment of a new program or initiative.
<input type="checkbox"/> Loss of federal or other external financial support for existing program.	
<input type="checkbox"/> Exhaustion of fund balances previously used to support program.	

<b>RECIPIENTS OF FUNDS</b>	N/A
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*What individuals or entities would receive these funds (contractors, vendors, grantees, individual beneficiaries, etc.)? How would these funds be allocated – using an existing formula, through a competitive process, based upon predetermined eligibility criteria?*



<b>AGENCY NAME:</b>	<b>Leg. Dept. - Codification of Laws and Leg. Council</b>		
<b>AGENCY CODE:</b>	<b>A15</b>	<b>SECTION:</b>	<b>91C</b>

<b>ACCOUNTABILITY OF FUNDS</b>	N/A
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*What specific agency objective, as outlined in the agency's accountability report, does this funding request support? How would this request advance that objective?*

<b>POTENTIAL OFFSETS</b>	N/A
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*For decision packages that request non-mandatory funding increases to programs or initiatives, please identify a potential offset within an existing lower priority or ineffective program(s).*

<b>MATCHING FUNDS</b>	N/A
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*Would these funds be matched by federal, institutional, philanthropic, or other resources? If so, identify the source, amount, and terms of the match requirement.*

<b>FUNDING ALTERNATIVES</b>	N/A
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*What other possible funding sources were considered? Could this request be met in whole or in part with the use of other resources, including fund balances? If so, please comment on the sustainability of such an approach.*

<b>AGENCY NAME:</b>	<b>Leg. Dept. - Codification of Laws and Leg. Council</b>		
<b>AGENCY CODE:</b>	<b>A15</b>	<b>SECTION:</b>	<b>91C</b>

<b>SUMMARY</b>	<p>Pay plan and health allocations</p>
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*Using as much detail as necessary to make an informed decision regarding this request, provide a summary of the rationale for the decision package. Why has it been requested? How specifically would the requested funds be used? If the request is related to information security or information technology, explain its relationship to the agency's security or technology plan.*

<b>METHOD OF CALCULATION</b>	<p>Provided by Executive Budget Office.</p>
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*How was the amount of the request calculated? List the per unit or per FTE costs of implementation. What factors could cause deviations between the request and the amount that could ultimately be required in order to perform the underlying work?*

<b>FUTURE IMPACT</b>	<p>N/A</p>
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*Will the state incur any maintenance-of-effort or other obligations by adopting this decision package? What impact will there be on future capital and/or operating budgets if this request is or is not honored? Has a source of any such funds been identified and/or obtained by your agency?*

<b>AGENCY NAME:</b>	<b>Leg. Dept. - Codification of Laws and Leg. Council</b>		
<b>AGENCY CODE:</b>	<b>A15</b>	<b>SECTION:</b>	<b>91C</b>

<b>PRIORITIZATION</b>	N/A
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*If no or insufficient new funds are available in order to meet this need, how would the agency prefer to proceed? By using fund balances, generating new revenue, cutting other programs, or deferring action on this request in FY 2017-18? Please be specific.*

<b>INTENDED IMPACT</b>	N/A
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*What impact is this decision package intended to have on service delivery and program outcomes, and over what period of time?*

<b>PROGRAM EVALUATION</b>	N/A
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*How would the use of these funds be evaluated? What specific outcome or performance measures would be used to assess the effectiveness of this program?*

<b>AGENCY NAME:</b>	<b>Leg. Dept. - Codification of Laws and Leg. Council</b>		
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**FORM E – 3% GENERAL FUND REDUCTION**

<b>DECISION PACKAGE</b>	<b>11247</b>
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*Provide the decision package number issued by the PBF system ("Governor's Request").*

<b>TITLE</b>	<b>Agency General Fund Reduction Analysis</b>
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*Provide a brief, descriptive title for this request.*

<b>AMOUNT</b>	<b>-\$114,488</b>
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*What is the General Fund reduction amount (minimum based on the FY 2016-17 recurring appropriations)? This amount should correspond to the decision package's total in PBF.*

<b>METHOD OF CALCULATION</b>	<b>We would eliminate seven (7) session only positions. Primarily proofreaders, resolution writers, law clerks, and pages.</b>
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*Describe the method of calculation for determining the reduction in General Funds.*

<b>ASSOCIATED FTE REDUCTIONS</b>	<b>Four (4)</b>
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*How many FTEs would be reduced in association with this General Fund reduction?*

<b>PROGRAM/ACTIVITY IMPACT</b>	<b>Research and drafting services to the General Assembly.</b>
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*What programs or activities are supported by the General Funds identified?*

<b>AGENCY NAME:</b>	<b>Leg. Dept. - Codification of Laws and Leg. Council</b>		
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**SUMMARY**

**We would still be able to meet our core mission requirement of providing quality research and drafting services to the General Assembly. However, the efficiency and timeliness of these services would be impaired.**

*Please provide a detailed summary of service delivery impact caused by a reduction in General Fund Appropriations.*