

Agency Name:	Administrative Law Court		
Agency Code:	C050	Section:	58



**Fiscal Year FY 2022-2023**

**Agency Budget Plan**

**FORM A - BUDGET PLAN SUMMARY**

<b>OPERATING REQUESTS</b> <i>(FORM B1)</i>	<b>For FY 2022-2023, my agency is (mark "X"):</b>	
	<input checked="" type="checkbox"/>	Requesting General Fund Appropriations.
	<input type="checkbox"/>	Requesting Federal/Other Authorization.
	<input type="checkbox"/>	Not requesting any changes.

<b>NON-RECURRING REQUESTS</b> <i>(FORM B2)</i>	<b>For FY 2022-2023, my agency is (mark "X"):</b>	
	<input checked="" type="checkbox"/>	Requesting Non-Recurring Appropriations.
	<input type="checkbox"/>	Requesting Non-Recurring Federal/Other Authorization.
	<input type="checkbox"/>	Not requesting any changes.

<b>CAPITAL REQUESTS</b> <i>(FORM C)</i>	<b>For FY 2022-2023, my agency is (mark "X"):</b>	
	<input checked="" type="checkbox"/>	Requesting funding for Capital Projects.
	<input type="checkbox"/>	Not requesting any changes.

<b>PROVISOS</b> <i>(FORM D)</i>	<b>For FY 2022-2023, 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>	Jana Shealy	(803) 734-6411	jshealy@scalcalc.net
<b>SECONDARY CONTACT:</b>	Danielle Cox	(803) 734-6414	dc Cox@scalcalc.net

I have reviewed and approved the enclosed FY 2022-2023 Agency Budget Plan, which is complete and accurate to the extent of my knowledge.

	<u>Agency Director</u>	<u>Board or Commission Chair</u>
<b>SIGN/DATE:</b>		
<b>TYPE/PRINT NAME:</b>		

*This form must be signed by the agency head – not a delegate.*

Agency Name:	Administrative Law Court
Agency Code:	C050
Section:	58

BUDGET REQUESTS			FUNDING					FTES				
Priority	Request Type	Request Title	State	Federal	Earmarked	Restricted	Total	State	Federal	Earmarked	Restricted	Total
1	B2 - Non-Recurring	Computer Equipment Maintenance – Hardware, Security System, Case Management & E-Filing	423,385	0	0	0	423,385	0.00	0.00	0.00	0.00	0.00
2	C - Capital	Renovations	328,229	0	0	0	328,229	0.00	0.00	0.00	0.00	0.00
3	B2 - Non-Recurring	Furniture for Second and Third Floor	506,297	0	0	0	506,297	0.00	0.00	0.00	0.00	0.00
4	B1 - Recurring	Salary Increases with Fringe	119,940	0	0	0	119,940	0.00	0.00	0.00	0.00	0.00
TOTALS			1,377,851	0	0	0	1,377,851	0.00	0.00	0.00	0.00	0.00

Agency Name:	Administrative Law Court		
Agency Code:	C050	Section:	58

## **FORM B1 – RECURRING OPERATING REQUEST**

<b>AGENCY PRIORITY</b>	4
------------------------	---

*Provide the Agency Priority Ranking from the Executive Summary.*

<b>TITLE</b>	<b>Salary Increases with Fringe</b>
--------------	-------------------------------------

*Provide a brief, descriptive title for this request.*

<b>AMOUNT</b>	<b>General: \$119,940</b> <b>Federal: \$0</b> <b>Other: \$0</b> <b>Total: \$119,940</b>
---------------	--

*What is the net change in requested appropriations for FY 2022-2023? This amount should correspond to the total for all funding sources on the Executive Summary.*

<b>NEW POSITIONS</b>	0.00
----------------------	------

*Please provide the total number of new positions needed for this request.*

<b>FACTORS ASSOCIATED WITH THE REQUEST</b>	<b>Mark "X" for all that apply:</b>	
	<input checked="" 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
	<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, Priority #	

<b>STATEWIDE ENTERPRISE STRATEGIC OBJECTIVES</b>	<b>Mark "X" for primary applicable Statewide Enterprise Strategic Objective:</b>	
	<input type="checkbox"/>	Education, Training, and Human Development
	<input type="checkbox"/>	Healthy and Safe Families
	<input type="checkbox"/>	Maintaining Safety, Integrity, and Security
	<input type="checkbox"/>	Public Infrastructure and Economic Development
<input checked="" type="checkbox"/>	Government and Citizens	

<b>ACCOUNTABILITY OF FUNDS</b>	<p>All objectives will be supported by this request by adequately compensating the ALJ attorneys and staff for their performance compared with attorneys and comparable staff positions at other State agencies.</p>
--------------------------------	--

*What specific strategy, as outlined in the most recent Strategic Planning and Performance Measurement template of agency's accountability report, does this funding request support? How would this request advance that strategy? How would the use of these funds be evaluated?*

--	--

**RECIPIENTS OF FUNDS**

Staff attorneys, law clerks and support staff at the ALC and OMVH would receive these funds. The funds will be used to increase compensation and bring salaries more in line with other state agencies pay for attorneys and staff in similar positions.

*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?*

**JUSTIFICATION OF REQUEST**

The request includes an increase for 11 FTE attorney positions of \$100,583.00, including salary and fringe from State Funds and 7 FTE non-attorney positions from State Funds in the amount of \$19,357.00, including salary and fringe. The agency will provide salary increases for 10 FTE Earmarked Funds positions in the amount of \$19,981.00 which includes fringe.

Day to day operations including processing cases, administrative matters and the budget and procurement processes are vital to a well-run Court. Further, attorneys provide invaluable legal research support to the Administrative Law Judges for the issuance of sound, prompt decisions and therefore assist in shortening the length of time between filing and disposition of cases. In order to effectively and efficiently carry out the ALC's core function, it is imperative to attract and maintain qualified staff and attorneys to support the Court's mission.

*Please thoroughly explain the request to include the justification for funds, potential offsets, matching funds, and method of calculation. Please include any explanation of impact if funds are not received. If new positions have been requested, explain why existing vacancies are not sufficient.*

Agency Name:	Administrative Law Court		
Agency Code:	C050	Section:	58

## **FORM B2 – NON-RECURRING OPERATING REQUEST**

<b>AGENCY PRIORITY</b>	1
------------------------	---

*Provide the Agency Priority Ranking from the Executive Summary.*

<b>TITLE</b>	Computer Equipment Maintenance – Hardware, Security System, Case Management & E-Filing
--------------	--

*Provide a brief, descriptive title for this request.*

<b>AMOUNT</b>	\$423,385
---------------	-----------

*What is the net change in requested appropriations for FY 2022-2023? This amount should correspond to the total for all funding sources on the Executive Summary.*

<b>FACTORS ASSOCIATED WITH THE REQUEST</b>	<b>Mark "X" for all that apply:</b>	
	<input checked="" 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
	<input checked="" type="checkbox"/>	IT Technology/Security related
	<input type="checkbox"/>	Consulted DTO during development
	<input checked="" type="checkbox"/>	Request for Non-Recurring Appropriations
<input type="checkbox"/>	Request for Federal/Other Authorization to spend existing funding	
<input type="checkbox"/>	Related to a Recurring request – If so, Priority #	

<b>STATEWIDE ENTERPRISE STRATEGIC OBJECTIVES</b>	<b>Mark "X" for primary applicable Statewide Enterprise Strategic Objective:</b>	
	<input type="checkbox"/>	Education, Training, and Human Development
	<input type="checkbox"/>	Healthy and Safe Families
	<input type="checkbox"/>	Maintaining Safety, Integrity, and Security
	<input type="checkbox"/>	Public Infrastructure and Economic Development
<input checked="" type="checkbox"/>	Government and Citizens	

<b>ACCOUNTABILITY OF FUNDS</b>	To provide fair and impartial hearings for all litigants and to dispose of cases in a timely fashion. Also, to safeguard the security of the resources of the Court and the safety of its employees and litigants appearing before it.
--------------------------------	--

*What specific strategy, as outlined in the most recent Strategic Planning and Performance Measurement template of agency's accountability report, does this funding request support? How would this request advance that strategy? How would the use of these funds be evaluated?*

<b>RECIPIENTS OF FUNDS</b>	The Court for the purposes of providing an e-filing system for litigants and an updated case management system to again ensure fair and impartial hearings in a timely fashion. Also, for the purpose of updating security equipment and features.
----------------------------	--

*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?*

**JUSTIFICATION  
OF REQUEST**

The Court received \$175,000 in non-recurring funds for E-Filing for the current FY 2022. This estimate was based on consultation with the vendor for our Case Management System (CMS). In the further development of this project, the Court determined that with the age of the current CMS, the location and response of the current vendor, that it would be prudent to explore other options. Discussions began with a local company on state contract to offer a solution for an E-Filing system (EFS) and create a new case management system that would better integrate with the EFS.

This request also includes funding for an updated security system and maintenance, which includes new DVR, additional cameras, etc. The safety and security of the Court’s judges, staff and the litigants that appear in the hearings are of utmost importance to the Court. These upgrades are vital to the integrity of the court and its mission.

The request includes the following:

Hardware			\$312,458.00
	Servers		
	Switches		
	Desktops and peripherals		
	Postage Machine		
	POS Systems		
Security System			\$43,811.00
	Upgrade of current cameras		
	Software Upgrade Win-Pak		
	Hardware for additional card reader		
Case Management System and E-Filing		\$67,116.00	
	Total Request		\$423,385.00

*Please thoroughly explain the request to include the justification for funds, potential offsets, matching funds, and method of calculation. Please include any explanation of impact if funds are not received. If new positions have been requested, explain why existing vacancies are not sufficient.*

Agency Name:	Administrative Law Court		
Agency Code:	C050	Section:	58

## **FORM B2 – NON-RECURRING OPERATING REQUEST**

<b>AGENCY PRIORITY</b>	3
------------------------	---

*Provide the Agency Priority Ranking from the Executive Summary.*

<b>TITLE</b>	Furniture for Second and Third Floor
--------------	--------------------------------------

*Provide a brief, descriptive title for this request.*

<b>AMOUNT</b>	\$506,297
---------------	-----------

*What is the net change in requested appropriations for FY 2022-2023? This amount should correspond to the total for all funding sources on the Executive Summary.*

<b>FACTORS ASSOCIATED WITH THE REQUEST</b>	<b>Mark "X" for all that apply:</b>	
	<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
	<input type="checkbox"/>	IT Technology/Security related
	<input type="checkbox"/>	Consulted DTO during development
	<input checked="" type="checkbox"/>	Request for Non-Recurring Appropriations

Request for Federal/Other Authorization to spend existing funding  
 Related to a Recurring request – If so, Priority #

<b>STATEWIDE ENTERPRISE STRATEGIC OBJECTIVES</b>	<b>Mark "X" for primary applicable Statewide Enterprise Strategic Objective:</b>	
	<input type="checkbox"/>	Education, Training, and Human Development
	<input type="checkbox"/>	Healthy and Safe Families
	<input checked="" type="checkbox"/>	Maintaining Safety, Integrity, and Security
	<input type="checkbox"/>	Public Infrastructure and Economic Development

Government and Citizens

<b>ACCOUNTABILITY OF FUNDS</b>	Proper and comfortable seating, furniture and storage are important to workplace productivity and thus support the objectives of the Court.
--------------------------------	---

*What specific strategy, as outlined in the most recent Strategic Planning and Performance Measurement template of agency's accountability report, does this funding request support? How would this request advance that strategy? How would the use of these funds be evaluated?*

<b>RECIPIENTS OF FUNDS</b>	The Court is the recipient of the funds which will be used to purchase new office furniture for the judges and staff.
----------------------------	---

*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?*

**JUSTIFICATION  
OF REQUEST**

The Court needs to replace old, broken and worn furniture, including desks, chairs and filing cabinets. There are some pieces of furniture, including desks and chairs, that were inherited from the state agency that occupied the Court's space prior to its inception almost 30 years ago. Work and technology needs will affect the life-cycle of furniture and even pieces that have been purchased by the Court have become worn, broken and desk chairs have lost their viability for proper back support. Many of our judges and staff work beyond the typical 37.5 hour work week. Even after the start of the Covid-19 pandemic, not all employees worked remotely and those that did, only did so for a few months. It is important for the Court to provide comfortable, ergonomically sound chairs and workspace to enhance employee productivity.

Further, the Court has limited space and its storage capacity for case files has been exhausted, even with off-site storage capability. Although we do have retention policies in place to reduce the footprint of hard copies retained by the Court, it is important to have updated filing systems that protect the integrity and management and custody of the records that are housed at the Court. Lack of adequate and proper storage can lead to misplaced documents and even workplace injuries.

*Please thoroughly explain the request to include the justification for funds, potential offsets, matching funds, and method of calculation. Please include any explanation of impact if funds are not received. If new positions have been requested, explain why existing vacancies are not sufficient.*



Agency Name:	Administrative Law Court		
Agency Code:	C050	Section:	58

## **FORM C – CAPITAL REQUEST**

<b>AGENCY PRIORITY</b>	2
------------------------	---

*Provide the Agency Priority Ranking from the Executive Summary.*

<b>TITLE</b>	Renovations
--------------	-------------

*Provide a brief, descriptive title for this request.*

<b>AMOUNT</b>	\$328,229
---------------	-----------

*How much is requested for this project in FY 2022-2023? This amount should correspond to the total for all funding sources on the Executive Summary.*

<b>CPIP PRIORITY</b>	<p>First time including this request. If funding is not made available, project will not be completed.</p> <p>A CPIP was not submitted to the EBO.</p>
----------------------	--

*Identify the project's CPIP plan year and priority number, along with the first year in which the project was included in the agency's CPIP. If not included in the agency's CPIP, please provide an explanation. If the project involves a request for appropriated state funding, briefly describe the agency's contingency plan in the event that state funding is not made available in the amount requested.*

<b>OTHER APPROVALS</b>	N/A
------------------------	-----

*What approvals have already been obtained? Are there additional approvals that must be secured in order for the project to succeed? (Institutional board, JBRC, SFAA, etc.)*

<b>LONG-TERM PLANNING AND SUSTAINABILITY</b>	<p>\$38,390 was allocated in the current FY 21-22 for renovations of the public area of the ALC on the second floor of the Brown Building. The funding for this capital request is a continuation of that project. This renovation would have the typical life-cycle for new flooring and paint in a commercial office space with normal wear and tear. There is not an anticipated costs or savings associated with this improvement.</p>
--	--

*What other funds have already been invested in this project (source/type, amount, timeframe)? Will other capital and/or operating funds for this project be requested in the future? If so, how much, and in which fiscal years? Has a source for those funds been identified/secured? What is the agency's expectation with regard to additional annual costs or savings associated with this capital improvement? What source of funds will be impacted by those costs or savings? What is the expected useful life of the capital improvement?*

	<p>This project covers renovation of the ALC and OMVH space on the 2<sup>nd</sup> and 3<sup>rd</sup> floors of the Brown Building. The project only covers replacement of existing worn and stained flooring and carpet and removing stained wallpaper to be replaced with paint. There are no structural changes or architectural/design work anticipated. Further, it does not include the 3 courtrooms on the 2<sup>nd</sup> floor.</p> <p>The following is a breakdown of the estimate received from a vendor on state contract through a Construction and Planning Project Manager with the Department of</p>
--	--

**SUMMARY**

Administration:

2<sup>nd</sup> Floor Carpet and LVP: \$126,800.00

2<sup>nd</sup> Floor Wallpaper Removal: \$ 60,143.00

2<sup>nd</sup> Floor Painting: \$ 40,429.00

3<sup>rd</sup> Floor Carpet and LVP: \$ 69,700.00

3<sup>rd</sup> Floor Painting: \$ 31,157.00

Total Estimate: \$328,229.00

*Provide a summary of the project and explain why it is necessary. Please refer to the budget guidelines for appropriate questions and thoroughly answer all related items.*

Agency Name:	Administrative Law Court		
Agency Code:	C050	Section:	58

## **FORM E – AGENCY COST SAVINGS AND GENERAL FUND REDUCTION CONTINGENCY PLAN**

<b>TITLE</b>	Agency Cost Savings and General Fund Contingency Plan
--------------	---

<b>AMOUNT</b>	\$115,137
---------------	-----------

*What is the General Fund 3% reduction amount? This amount should correspond to the reduction spreadsheet prepared by EBO.*

<b>ASSOCIATED FTE REDUCTIONS</b>	N/A
----------------------------------	-----

*How many FTEs would be reduced in association with this General Fund reduction?*

<b>PROGRAM / ACTIVITY IMPACT</b>	<p>The Administrative Law Court (ALC) is a one program agency, therefore; these funds support the entire Court, including the Office of Motor Vehicle Hearings (OMVH). Our sole mission and program is to conduct contested cases, appellate and injunctive hearings filed by agencies or citizens of the State, as well as to preside over regulation hearings. As a Court, the ALC does not have direct control over how many cases are filed or the extent of the complexity of the cases. Also, the ALC does not have multiple programs or funding options to move around to absorb a general fund reduction; therefore, any reduction in funds has the potential to negatively impact the delivery of due processes to the litigants appearing before the ALC and the OMVH.</p>
----------------------------------	--

*What programs or activities are supported by the General Funds identified?*

<b>SUMMARY</b>	<p>As stated above, the ALC is a one program agency and therefore we do not have multiple programs of funding options to move around to absorb a general fund reduction. Furthermore, approximately 89% of our budget goes to salary and fringe benefits. Thus a 3% reduction as requested and calculated by the Budget Office would have a negative impact on the court.</p>
----------------	---

*Please provide a detailed summary of service delivery impact caused by a reduction in General Fund Appropriations and provide the method of calculation for anticipated reductions. Agencies should prioritize reduction in expenditures that have the least significant impact on service delivery.*

**AGENCY COST  
SAVINGS PLANS**

The remaining 11 % of our total budget for operating and administration of the court leaves no room for a reduction of over \$50,000, let alone \$115,000. Operating expenses for the Court include postage, rent, court reporters, computers, IT support, software, copiers, and Westlaw payments which are vital expenses that would prohibit the Court from functioning if they were eliminated or reduced by \$115,137.

*What measures does the agency plan to implement to reduce its costs and operating expenses by more than \$50,000? Provide a summary of the measures taken and the estimated amount of savings. How does the agency plan to repurpose the savings?*

