



JUDICIAL COUNCIL OF CALIFORNIA

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REPORT TO THE JUDICIAL COUNCIL

Item No.: 22-059

For business meeting on: March 11, 2022

Title

Trial Court Budget: 2021–22 State Trial Court Improvement and Modernization Fund Allocation Adjustment for the Judicial Council Information Technology Office

Agenda Item Type

Action Required

Effective Date

March 11, 2022

Date of Report

February 17, 2022

Rules, Forms, Standards, or Statutes Affected

None

Contact

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Recommended by

Trial Court Budget Advisory Committee
Hon. Jonathan B. Conklin, Chair
Ms. Rebecca Fleming, Vice Chair

Executive Summary

The Trial Court Budget Advisory Committee recommends a net zero adjustment to the Judicial Council Information Technology office's 2021-22 Judicial Council–approved program allocations from the State Trial Court Improvement and Modernization Fund. This adjustment will provide a foundational level of support with full-time resources rather than consultants.

Recommendation

The Trial Court Budget Advisory Committee recommends that the Judicial Council, effective March 11, 2022, approve a change to the 2021-22 approved Local Assistance allocation from the Information Technology Statewide Planning and Development Support program (\$169,000) and the Information Technology Telecommunications Support program (\$196,000), totaling \$365,000, shifting this amount to State Operations to allow for the hire of 4.0 full-time equivalent positions for the Statewide Planning and Development Support program and 5.5 full-time equivalent positions for the Telecommunications Support program. Approval of this adjustment request for 2021-22 allocations relies on the understanding that future-year allocation requests for these positions will be the same. Long-term funding for the 9.5 full-time equivalent

positions will result in no additional cost to the previous 2022-23 Information Technology Statewide Planning and Development Support program and Telecommunications Support program estimated expenditures.

This recommendation was presented to the Judicial Branch Budget Committee on December 7, 2021 and approved for consideration by the Judicial Council.

Relevant Previous Council Action

At its meeting on July 9, 2021, the Judicial Council approved State Trial Court Improvement and Modernization Fund (IMF) allocations of \$55,002,000. Of the total amount approved, \$3,887,000 was allocated to the Information Technology (IT) office for the Statewide Planning and Development Support (SPDS) program, and \$12,470,000 was allocated for the Telecommunications Support program.¹

Analysis/Rationale

Statewide Planning and Development Support program

The council's IT SPDS program began in 2010–11 and supports the trial courts by providing software licensing and services including database solutions, voice-to-text translation solutions, online chat software, data analytics software, text and email messaging solutions, and reporting solutions. Software licenses and use are provided to courts without any direct court costs. In addition, the program supports branchwide enterprise architecture, including networking, cloud services, and software design, to facilitate business and technology alignment throughout the branch.

From 2010 through the present, the SPDS program has almost exclusively been supported by consultant resources. In 2020, a 0.5 full-time equivalent (FTE) IT Enterprise Architect was added to the program. However, the council continues to rely on consultant resources to provide consulting and technological expertise, standard infrastructure, application development, and cloud integration architecture support as well as business analysis and requirements gathering, program fiscal analysis and administration, and contractual support for the program.

The IT SPDS program is requesting the permanent conversion of two Enterprise Architects, one Senior Technical Analyst, and one Senior Business Analyst from consultants to 4.0 FTEs. The cost associated with this request is a net zero (see Table 1). The start date of these four positions is estimated to be phased in starting April 1, 2022 through June 1, 2022.

¹ 2021-22 State Trial Court Improvement and Modernization Fund Allocations and Minutes
<https://jcc.legistar.com/View.ashx?M=A&ID=803683&GUID=7A91FDD5-4839-4018-9831-79E23D4383BF>
<https://jcc.legistar.com/View.ashx?M=M&ID=803685&GUID=53194909-299F-4F59-928B-D5E9BDA28821>

Table 1: Proposed 2021–22 SPDS Funding

SPDS Staff	Start Date	Salary	Benefits	Total	OE&E¹ (Std. Comp.)	Total 2021–22
IT Architect (new)	4/1/22	\$33,250	\$23,500	\$56,750	\$9,250	\$66,000
Sr. Tech Analyst (new)	5/1/22	17,667	12,500	30,167	8,167	38,333
Sr. BSA (new)	5/1/22	17,667	12,500	30,167	8,167	38,333
IT Architect (new)	6/1/22	11,083	7,833	18,917	7,083	26,000
Total		\$79,667	\$56,333	\$136,000	\$32,667	\$168,667

Permanent positions for this program are needed to provide a foundational level of support and ensure that institutional knowledge is maintained—with full-time resources rather than consultants who may leave the projects at any time. In addition, technical standards and policies for the SPDS program are complex and need to be updated frequently to match industry best practices and changing technologies. It is in the best interest of the council to have this institutional knowledge reside with FTEs rather than consultants. The program will continue to use consultants for project-specific and short-term needs.

Telecommunications Support program

The council's IT Telecommunications Support program began in 2000-01. The 2015 Budget Act provided additional baseline funding to ensure the program was able to support all 58 courts. The program supports the trial courts by providing refresh and maintenance of network technology, network security services, local court IT staff training, and funding for consultant resources required for project management, implementation, and coordination with courts and vendors. Annually, court equipment that is replaced includes routers, switches, wireless local area network controllers, and Wi-Fi access points. Thousands of pieces of court equipment are replaced each year and are tracked to ensure that support warranties on devices do not lapse. Timely replacement of network infrastructure devices is extremely important to ensure that courts have equipment with current warranties and immediate vendor support if any device fails. Having devices that are under current support warranties, including patching, which is essential to branch information security, ensures business continuity and maximum up-time for critical trial court applications like case management systems, Phoenix financial and Human Resources systems, intranet, Wi-Fi, and email systems.

From 2001 through the present, the Telecommunications Support program has exclusively been supported by consultant resources. The 2015-16 additional funding provided \$1.1 million in annual funding for five contractor resources to provide consulting and technological expertise, project management, and program management. The Telecommunications Support program is requesting the permanent conversion of consultants to FTEs needed to support the program. The

¹ OE&E: Operating expenditures and equipment.

positions requested include one Manager, two Senior Technical Analysts, one Senior Business Systems Analyst, 0.5 IT Architect, and one Fiscal Services Coordinator, which totals 5.5 FTEs. The adjustment associated with this request will be net zero (see Table 2), and the positions are estimated to be phased in between April 1, 2022, and June 1, 2022.

Table 2: Proposed 2021–22 Telecommunications Support Funding

Telecommunications Support Staff	Start Date	Salary	Benefits	Total	OE&E (Std. Comp.)	Total 2021–22
Manager (new)	4/1/22	\$33,250	\$23,500	\$56,750	\$9,250	\$66,000
Sr. Tech Analyst (new)	5/1/22	17,667	12,500	30,167	8,167	38,333
Sr. Tech Analyst (new)	5/1/22	17,667	12,500	30,167	8,167	38,333
Fiscal Svc. Coord. (new)	6/1/22	6,333	4,500	10,833	7,083	17,917
Sr. BSA (new)	6/1/22	8,833	6,250	15,083	7,083	22,167
IT Architect (0.5) (new)	6/1/22	5,542	3,917	9,458	3,542	13,000
Total		\$89,292	\$63,167	\$152,458	\$43,2912	\$195,750

Permanent positions for this program are needed to provide a foundational level of support and ensure that institutional knowledge is maintained with full-time resources rather than consultants that may leave the projects at any time. In addition, the projects the Telecommunications Support program undertakes are extremely large and complex. Each one includes 35–50 courts, replaces hundreds to thousands of devices, and typically has an 18-month duration from start to finish. These projects are planned on a rolling five-year basis and have overlapping schedules and resource requirements for design, procurement, and implementation. The loss of one resource could impact as many as three project cycles while that position is being filled and the new resources come up to speed on the projects. It is in the best interests of the council to have this institutional knowledge reside with FTEs rather than consultants. The program will continue to use consultants for project-specific and short-term needs.

In 2020–21, permanent savings of approximately \$577,000 per year were achieved in the SPDS program by permanently reducing two consultants. The Telecommunications Support program will be able to reduce overall consulting expenditures to cover the cost of transition to 5.5 FTEs. The estimated costs for this request for the remainder of 2021–22 and 2022–23 are in Table 3 below. It is important to note that the request for 2021–22 is for a shift in already approved allocation authority from Local Assistance to State Operations (SO) (Table 4) and does not increase the overall approved program allocation amounts. The estimated costs for 2022–23 will also result in a net zero change from previously estimated program expenditures. There is sufficient excess SO authority to approve this request in 2021–22 as the difference between the 2021 Budget Act authority and Judicial Council–approved allocation is more than the amount being requested (see Table 5). This is significant as the request does not represent an

augmentation to previously approved allocations but rather a technical shift from where it is being expensed.

Table 3: Estimated 2022–23 SPDS and Telecommunications Support Funding

SPDS Consultants	Annual Consulting Cost	New FTE Position	Annual FTE Cost
Enterprise Architect 1	\$256,880	IT Architect	\$251,000
Enterprise Architect 2	256,680	IT Architect	251,000
IT Tech. Proj. Manager	219,880	Sr. Tech Analyst	205,000
Sr. Bus. Systems Analyst	178,560	Sr. BSA	205,000
Total	\$912,000		\$912,000

\$0 overall cost to convert 4 consultants from LA to 4.0 FTEs and SO.

Telecom Support Consultants (from BCP)	Annual Consulting Cost	New FTE Position	Annual FTE Cost
IT Consultant 1	\$225,000	Manager	\$247,000
IT Consultant 2	225,000	Sr. Tech Analyst	201,000
IT Consultant 3	225,000	Sr. Tech Analyst	201,000
IT Consultant 4	225,000	0.5 IT Architect	125,000
IT Consultant 5	225,000	Sr. BSA	201,000
		Fisc. Svcs. Coord.	150,000
Total	\$1,125,000		\$1,125,000

\$0 overall cost to convert 5 consultants from LA to 5.5 FTEs and SO.

Table 4: Local Assistance and State Operations IMF Impact

2021–22 SPDS/Telecom	Local Assistance	State Ops	Total
Approved Allocation	\$9,273,000	\$123,000	\$9,396,000
Requested Change	-364,417	364,417	-
Total	\$8,908,583	\$487,417	\$9,396,000

Table 5: Expenditure Authority

Description	2021–22
Budget Act–State Operations Authority	\$6,078,000
Less State Operations Approved Allocation	-5,532,000
Excess Authority Before Request	\$546,000
Less Requested Authority Increase (Rounded)	-365,000
Excess Authority if Request is Approved	\$181,000

Policy implications

None.

Comments

No public comment was received for this item.

Alternatives considered

An alternative considered was to leave the current process in place; however, this adjustment will provide foundational support for the IT office at a time when it is critically needed.

Fiscal and Operational Impacts

There are no additional costs to implement this recommendation.

Attachments and Links

1. Attachment A: Judicial Council 2021–22 Approved Allocations from the IMF–State Operations and Local Assistance Appropriations
2. Attachment B: IMF–Fund Condition Statement

Judicial Council of California
Approved 2021-22 Allocations
State Trial Court Improvement and Modernization Fund
State Operations and Local Assistance Appropriations

Attachment A

#	Program Name	Office	Approved 2021-22 Allocations		
			State Operations	Local Assistance	Total
A	B	C	D	E	F = (D + E)
	Program Adjustments				
1	Audit Services	AS	\$ 360,000		\$ 360,000
2	Trial Court Master Agreements	BAP	\$ 157,000		\$ 157,000
3	Workload Assessment Advisory Committee	BMS		\$ 9,000	\$ 9,000
4	Juror Source List Update	BMS		\$ 200,000	\$ 200,000
5	Budget Focused Training and Meetings	BS		\$ 30,000	\$ 30,000
6	Treasury Services - Cash Management	BS	\$ 319,000		\$ 319,000
7	Revenue Distribution Training	BS		\$ 10,000	\$ 10,000
8	Domestic Violence Forms Translation	CFCC		\$ 17,000	\$ 17,000
9	Interactive Software - Self-Rep Electronic Forms	CFCC		\$ 60,000	\$ 60,000
10	Self-Help Center	CFCC		\$ 5,000,000	\$ 5,000,000
11	Statewide Multidisciplinary Education	CFCC		\$ 67,000	\$ 67,000
12	Shriver Civil Counsel- cy près Funding	CFCC		\$ 1,289,000	\$ 1,289,000
13	Statewide Support for Self-Help Programs	CFCC		\$ 100,000	\$ 100,000
14	Court Interpreter Testing etc.	CFCC		\$ 143,000	\$ 143,000
15	CJER Faculty	CJER		\$ 48,000	\$ 48,000
16	Essential Court Management Education	CJER		\$ 40,000	\$ 40,000
17	Essential Court Personnel Education	CJER		\$ 130,000	\$ 130,000
18	Judicial Education	CJER	\$ 40,000	\$ 808,000	\$ 848,000
19	Trial Court Labor Relations Academies and Forums	HR		\$ 23,000	\$ 23,000
20	Data Center and Cloud Service	IT	\$ 2,103,000	\$ 6,479,000	\$ 8,582,000
21	Uniform Civil Filing Services	IT	\$ 421,000	\$ 16,000	\$ 437,000
22	California Courts Protective Order Registry (CCPOR)	IT	\$ 406,000	\$ 794,000	\$ 1,200,000
23	Telecommunications	IT		\$ 12,470,000	\$ 12,470,000
24	Enterprise Policy & Planning (Statewide Planning and Dev Support)	IT	\$ 123,000	\$ 3,764,000	\$ 3,887,000
25	Data Integration	IT	\$ 780,000	\$ 1,099,000	\$ 1,879,000
26	Jury Management System	IT		\$ 665,000	\$ 665,000
27	Case Management System Replacement	IT		\$ 3,053,000	\$ 3,053,000
28	Telecom	IT		\$ 5,509,000	\$ 5,509,000
29	Judicial Performance Defense Insurance	LS		\$ 1,509,000	\$ 1,509,000
30	Jury System Improvement Projects	LS		\$ 19,000	\$ 19,000
31	Regional Office Assistance Group	LS	\$ 823,000		\$ 823,000
32	Litigation Management Program	LS		\$ 6,119,000	\$ 6,119,000
33	Total		\$ 5,532,000	\$ 49,470,000	\$ 55,002,000

Totals by Office		Office	State Operations	Local Assistance	Total
Legend		C	E	F	G = (E + F)
34	Audit Services	AS	\$ 360,000	\$ -	\$ 360,000
35	Branch Accounting and Procurement	BAP	\$ 157,000	\$ -	\$ 157,000
36	Business Management Services	BMS		\$ 209,000	\$ 209,000
37	Budget Services	BS	\$ 319,000	\$ 40,000	\$ 359,000
38	Center for Families, Children and the Courts	CFCC	\$ -	\$ 6,676,000	\$ 6,676,000
39	Center for Judicial Education and Research	CJER	\$ 40,000	\$ 1,026,000	\$ 1,066,000
40	Human Resources	HR	\$ -	\$ 23,000	\$ 23,000
41	Information Technology	IT	\$ 3,833,000	\$ 33,849,000	\$ 37,682,000
42	Legal Services	LS	\$ 823,000	\$ 7,647,000	\$ 8,470,000
Total Allocations			\$ 5,532,000	\$ 49,470,000	\$ 55,002,000

**State Trial Court Improvement and Modernization Fund
Fund Condition Statement
2022-23 Governor's Budget**

Updated: January 12, 2022

#	Description	Estimated					
		2018-19 (Year-end Financial Statement)	2019-20 (Year-end Financial Statement)	2020-21 (Year-end Financial Statement)	2021-22	2022-23	2023-24
		A	B	C	D	E	F
1	Beginning Balance	14,796,514	15,864,292	21,152,288	16,886,263	11,454,952	5,113,498
2	Prior-Year Adjustments	-973,149	5,086,942	2,422,584	3,744,689	0	0
3	Adjusted Beginning Balance	13,823,364	20,951,234	23,574,872	20,630,952	11,454,952	5,113,498
4	REVENUES¹:						
5	Jury Instructions Royalties	648,480	693,156	465,860	575,000	604,000	604,000
6	Interest from Surplus Money Investment Fund	1,565,780	1,504,475	242,481	151,000	151,000	151,000
7	Escheat-Unclaimed Checks, Warrants, Bonds	244	0	64,648	0		
8	50/50 Excess Fines Split Revenue	11,177,463	6,982,134	7,288,250	4,325,000	4,142,000	3,864,000
9	2% Automation Fund Revenue	10,698,861	9,356,014	7,925,456	7,799,000	7,598,000	7,598,000
10	Other Revenues/State Controller's Office Adjustments	359,153	60,268	365,534	2,000	2,000	2,000
11	Class Action Residue	1,311,975	1,057,614	910,634	0	0	0
12	Subtotal Revenues	25,761,957	19,653,661	17,262,862	12,853,000	12,498,000	12,220,000
13	Transfers and Other Adjustments						
14	To Trial Court Trust Fund (Gov. Code, § 77209(j))	-13,397,000	-13,397,000	-13,397,000	-13,397,000	-13,397,000	-13,397,000
15	To Trial Court Trust Fund (Budget Act)	-594,000	-594,000	-594,000	-594,000	-594,000	-594,000
16	From State General Fund						
17	Total Revenues, Transfers, and Other Adjustments	11,770,957	5,662,661	3,271,862	-1,138,000	-1,493,000	-1,771,000
18	Total Resources	25,594,322	26,613,895	26,846,734	19,492,952	9,961,952	3,342,498
19	EXPENDITURES²:						
20	Judicial Branch Total State Operations	4,724,200	4,538,757	4,635,013	5,532,000	5,691,000	5,691,000
21	Judicial Branch Total Local Assistance	49,813,207	70,316,604	47,825,123	49,470,000	43,260,454	39,162,999
22	Pro Rata and Other Adjustments	305,622	105,746	288,335	308,000	181,000	181,000
24	Less funding provided by General Fund (Local Assistance)	-45,114,000	-69,501,000	-42,788,000	-47,272,000	-44,284,000	-44,284,000
25	Total Expenditures and Adjustments	9,729,029	5,460,608	9,960,471	8,038,000	4,848,454	750,999
26	Fund Balance	15,864,292	21,152,288	16,886,263	11,454,952	5,113,498	2,591,499
27	Reserve Funds (June 24, 2016, Judicial Council)	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000
28	Restricted Funds - Jury Management	826,656	835,812	649,637	540,637	460,637	380,637
29	Restricted Funds - Sargent Shriver Civil Counsel	1,517,590	2,054,512	1,394,454	105,454	0	0
30	Restricted Funds - Case Management Systems (CMS)	1,659,989	0	250,000	0	0	0
31	Fund Balance - less restricted funds	9,860,057	16,261,964	12,592,172	8,808,861	2,652,861	210,862
32	Structural Balance	2,041,928	202,054	-6,688,609	-9,176,000	-6,341,454	-2,521,999

¹ Revenue estimates include actuals through January 2021 and mirror the May Revise estimate provided to DOF. Estimates include the projected effects of COVID-19.