



## JUDICIAL COUNCIL OF CALIFORNIA

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# REPORT TO THE JUDICIAL COUNCIL

*Item No.: 22-145*

For business meeting on: December 2, 2022

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**Title**

Judicial Council Budget: Adjustments to  
Judicial Council–Approved 2021–22  
Allocations from the State Trial Court  
Improvement and Modernization Fund and  
Trial Court Trust Fund

**Submitted by**

Judicial Council staff  
Fran Mueller, Deputy Director  
Budget Services

**Agenda Item Type**

Information Only

**Date of Report**

November 10, 2022

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### Executive Summary

The Judicial Council delegated limited authority to the Administrative Director to transfer funding allocations approved by the council from one program or project to another from specified funds to address unanticipated needs and contingencies. Any transfers made under the Administrative Director's delegated authority are reported to the Judicial Council after the end of the fiscal year in which they occur, including the dollar amount of each allocation adjustment and the rationale for such transfers. This report provides the details of the funding transfers that took place in 2021–22 from the State Trial Court Improvement and Modernization Fund and the Trial Court Trust Fund.

### Relevant Previous Council Action

At its business meeting on August 23, 2013, the council delegated limited authority to the Administrative Director to transfer allocations between projects and programs funded from the State Trial Court Improvement and Modernization Fund (IMF).<sup>1</sup> At its business meeting on

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<sup>1</sup> Judicial Council of Cal., Advisory Com. Rep., *Trial Courts: Allocations From the State Trial Court Improvement and Modernization Fund and Trial Court Trust Fund for Court-Related Projects and Programs* (Aug. 19, 2013),

January 21, 2022, the council expanded the limited delegated authority to the Administrative Director to also include transferring allocations between projects and programs funded from the Trial Court Trust Fund (TCTF).<sup>2</sup>

## **Analysis/Rationale**

For some programs and projects, annual allocations from different funds approved by the council are estimated based on available information at the time allocations are developed. Costs of projects or programs may change due to varying demand levels, service/product availability, personal services costs, and fluctuations in contract terms. Transfer of allocations between program budgets when unforeseen needs arise (e.g., general salary increases, retirements, etc.) allows for the utilization of approved funds in a responsive manner to often time-sensitive needs.

Limited delegation authority is defined as adjustments that are no more than 20 percent higher than the amount allocated, consistent with the limits imposed by the council in its internal guidelines. Cost increases greater than 20 percent, whether funded from savings or augmentations, new allocations, or an increase to the total level of allocations would require council approval.

Any adjustments made under delegated authority are reported back to the council after the end of the fiscal year in which they occur, including the dollar amount of each allocation adjustment made between programs or projects and the rationale for such transfer. This is a standard condition to the delegation of authority that the council has included when granting such authority.

In June 2022, under delegated authority from the Judicial Council, the Judicial Council Administrative Director approved two transfers for budget allocations approved by the Judicial Council between individual programs. The Judicial Council Information Technology (IT) office requested approval of two funding transfers within IT's 2021–22 allocations: TCTF transfer of \$2,500; and IMF transfer of \$26,500.

## **TCTF transfer**

The Civil, Small Claims, Probate, and Mental Health Case Management System (CMS V3) is one of the statewide technology projects managed by the IT office and used by the Sacramento, San Diego, and Ventura trial courts. The program provides product releases including (1) court change requests, judicial branch requirements, and biannual legislative changes; (2) infrastructure support and hosting services for all environments; and (3) daily court user support.

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[www.courts.ca.gov/documents/jc-20130823-itemG.pdf](http://www.courts.ca.gov/documents/jc-20130823-itemG.pdf); Judicial Council of Cal., mins. (Aug. 23, 2013), p. 14, [www.courts.ca.gov/documents/jc-20130823-minutes.pdf](http://www.courts.ca.gov/documents/jc-20130823-minutes.pdf).

<sup>2</sup> Judicial Council of Cal., Advisory Com. Rep., *Trial Court Budget: Delegation of Trial Court Trust Fund Authority to the Judicial Council Administrative Director* (Jan. 21, 2022), <https://jcc.legistar.com/View.ashx?M=F&ID=10355215&GUID=AA6265C1-2797-4A21-B267-3AFE0A1A37BC>; Judicial Council of Cal., mins. (Jan. 21, 2022), p. 8, <https://jcc.legistar.com/View.ashx?M=M&ID=869095&GUID=3DDA3E03-F7A5-4C1F-AF15-AB32C4ABF652>.

The CMS V3 Local Assistance (LA) allocation from the TCTF is approved annually by the Judicial Council, and the three user courts contribute funding to cover IT costs for these services.

The request for a \$2,500 increase in the CMS V3 allocation was due to actual costs of providing these services that were higher than initially estimated in 2021–22. This increase was agreed to by the three courts. The transfer of \$2,500 from the Data Center and Cloud Services (CCTC) LA allocation increased the allocation for the CMS V3 program to pay for the additional expenditures. The CCTC program provides data lines, a help desk, network monitoring, and other services to various courts. The CCTC allocation projected savings in 2021–22 as some services were not needed and service levels were adjusted. The \$2,500 request was accommodated by these savings and transferred to offset the increased costs in the CMS V3 program. The request was consistent with Judicial Council policy and approved by the Administrative Director as a one-time transfer of \$2,500 from the CCTC LA allocation to the CMS V3 LA allocation for 2021–22.

### **IMF transfer**

The IT Telecommunications Support program had an approved allocation of \$12.5 million for 2021–22. The 2015–16 budget included additional baseline funding of \$5.5 million for the Telecom Program, which is budgeted in a separate allocation, to provide support to the 58 trial courts. The Telecom Program provides 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.

At its March 2022 council meeting, the IT office received approval to transfer \$196,000 from its IMF Telecommunications Program LA allocation (\$12.5 million) to the State Operations (SO) allocation within the same program to convert consultant resources to 5.5 permanent full-time positions.<sup>3</sup> However, this fund source was incorrectly identified in the Judicial Council report for this item. The full \$12.5 million for the Telecommunications Program was projected to be fully expended in 2021–22. The correct fund source for the transfer was IT's IMF LA allocation for the Telecom Program (\$5.5 million), which was supporting the consultant resources.

Since the March 2022 meeting, IT had determined that the full amount of \$196,000 was no longer needed due to delays in recruitment and the projected need was \$26,500 for 2021–22. IT requested the Administrative Director approve the one-time transfer of \$26,500 from the Telecom Program LA allocation to the SO allocation. This technical adjustment transferred the funding from the correct allocation and ensured sufficient funding was retained in the Telecommunications Program allocation for IT operations in 2021–22. This request was only for

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<sup>3</sup> Judicial Council of Cal., Advisory Com. Rep., *Trial Court Budget: 2021–22 State Trial Court Improvement and Modernization Fund Allocation Adjustment for the Judicial Council Information Technology Office* (Mar. 11, 2022), <https://jcc.legistar.com/View.ashx?M=F&ID=10537739&GUID=704F76CC-1B6C-44A5-9733-492C0358485D>; Judicial Council of Cal., mins. (Mar. 11, 2022), p. 11, <https://jcc.legistar.com/View.ashx?M=M&ID=869097&GUID=1D946F85-D965-47A7-A2E1-54EFA1C834D2>.

2021–22 as the correct fund source was referenced in the request for 2022–23 allocations. The request was consistent with Judicial Council policy and approved by the Administrative Director.

### **Fiscal Impact and Policy Implications**

No policy implications or additional costs were associated with the two approved transfers. Approval by the Administrative Director enabled council staff to commit funding on a timely basis, which allowed for the continuation of critical services to support the operational needs of the trial courts.

### **Attachments and Links**

1. Attachment A: *Request for IMF or TCTF Allocation Augmentation through Transfer Form* (TCTF–Civil, Small Claims, Probate, and Mental Health CMS)
2. Attachment B: *Request for IMF or TCTF Allocation Augmentation through Transfer Form* (IMF–Telecommunications Support)



# JUDICIAL COUNCIL OF CALIFORNIA

ADMINISTRATIVE DIVISION  
BUDGET SERVICES

## Request for IMF or TCTF Allocation Augmentation through Transfer Form

### Section A -- General Information

#### Check one:

- ☒ Transfer between allocations managed by a single office (Trial Court Trust Fund)
- ☐ Transfer between allocations managed by at least two offices

#### Name of Program (for which an augmentation is being requested):

Civil, Small Claims, Probate, and Mental Health (V3) CMS

#### Program PCC:

0250T412/JCT\_IDTYCASEMGT/CMS\_V3\_

#### Augmentation Amount:

2,500

#### Approved Allocation Amount:

1,656,088

#### Name(s) of Program(s) Whose Allocation(s) will be Transferred, and the Transfer Amount(s):

Data Center and Cloud Services - \$2,500

#### Approved Allocation Amount(s):

688,803

#### Program(s) PCC:

0250T413/JCT\_S

#### Contact Person:

Jeff Wong

#### Office:

IT

#### Phone #:

925-395-6889

#### Email:

[jeffrey.wong@jud.ca.gov](mailto:jeffrey.wong@jud.ca.gov)

### Section B -- Expedited Decision (optional)

#### Requested Expedited Decision Date:

#### Reason an Expedited Decision is Requested:

### Section C -- Program Information

The Civil, Small Claims, Probate, and Mental Health Case Management System (CMS V3) is one of the statewide technology projects managed by the Judicial Council Information Technology (IT) office and used by the Sacramento, San Diego, and Ventura trial courts. The program provides product releases including court change requests, judicial branch requirements, and biannual legislative changes; infrastructure support and hosting services for all environments; and daily court user support. The CMS V3 Local Assistance (LA) allocation from the Trial Court Trust Fund is approved annually by the Judicial Council and the three user courts contribute funding to cover IT costs for these services.

### Section D -- Justification For Augmentation and Transfer

The request for a \$2,500 increase in the CMS V3 allocation is due to actual costs of providing these services being higher than initially estimated in 2021-22. This increase has been agreed to by all three courts. The transfer of \$2,500 from the Data Center and Cloud Services (CCTC) LA allocation would increase the allocation for the CMS V3 program to pay for the additional expenditures. The CCTC program provides data lines, help desk, network monitoring, and other services to various courts. The CCTC allocation has projected savings this fiscal year as some services were not needed and service levels were adjusted. The \$2,500 request can be accommodated by these savings and transferred to offset the increased costs in the CMS V3 program.

IT requests the Administrative Director approve the one-time transfer of \$2,500 from the CCTC LA allocation to the CMS V3 LA allocation for 2021-22. This request is consistent with Judicial Council policy. Budget Services has reviewed the request and recommends approval.

### Budget Services Use Only

#### Budget Services Recommendation

Approve ☒  
Deny ☐

#### Name(s) of Program(s) Whose Allocation(s) will be Transferred, and the Transfer Amount(s):

Data Center and Cloud Services - \$2,500

#### Approved Allocation Amount(s):

688,803

#### Program(s) PCC:

0250T413/JCT\_S

Deputy Director of Budget Services: Fran Mueller

Signature

*Fran Mueller*

Date 6/10/2022



# JUDICIAL COUNCIL OF CALIFORNIA

ADMINISTRATIVE DIVISION  
BUDGET SERVICES

## Request for IMF or TCTF Allocation Augmentation through Transfer Form

### Section A -- General Information

#### Check one:

- ☒ Transfer between allocations managed by a single office (State Trial Court Improvement and Modernization Fund)
- ☐ Transfer between allocations managed by at least two offices

<b>Name of Program (for which an augmentation is being requested):</b> Telecom Program		<b>Program PCC:</b> 0250T313/JCT_NETWK_INFRA/TELECOM_BCP	
<b>Augmentation Amount:</b> 26,500		<b>Approved Allocation Amount:</b> 5,509,000	
<b>Name(s) of Program(s) Whose Allocation(s) will be Transferred, and the Transfer Amount(s):</b> Telecommunications Program - \$26,500		<b>Approved Allocation Amount(s):</b> 12,470,000	<b>Program(s) PCC:</b> 0250T313/JCT_N
<b>Contact Person:</b> Jeff Wong	<b>Office:</b> IT	<b>Phone #:</b> 925-395-6889	<b>Email:</b> <a href="mailto:jeffrey.wong@jud.ca.gov">jeffrey.wong@jud.ca.gov</a>

### Section B -- Expedited Decision (optional)

**Requested Expedited Decision Date:**

**Reason an Expedited Decision is Requested:**

### Section C -- Program Information

The Judicial Council's Information Technology (IT) Telecommunications Support program has an approved allocation of \$12.5 million. The 2015-16 budget included additional baseline funding of \$5.5 million for the Telecom Program, which is budgeted in a separate allocation, to provide support to all 58 trial courts. The Telecom Program provides 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.

### Section D -- Justification For Augmentation and Transfer

At the March 2022 Judicial Council meeting, the IT office was approved to transfer \$196,000 from its State Trial Court Improvement and Modernization Fund (IMF) Telecommunications Program Local Assistance (LA) allocation (\$12.5 million) to the State Operations (SO) allocation within the same program to convert consultant resources to 5.5 permanent full-time positions. However, this fund source was incorrectly identified in the Judicial Council report for this item. The full \$12.5 million for the Telecommunications Program is projected to be fully expended in 2021-22. The correct fund source for the transfer is IT's IMF LA allocation for the Telecom Program (\$5.5 million), which is currently supporting the consultant resources. Since the March meeting, IT has determined that the full amount of \$196,000 is no longer needed due to delays in recruitment and the current projected need is \$26,500 for 2021-22.

IT requests the Administrative Director approve the one-time transfer of \$26,500 from the Telecom Program LA allocation to the SO allocation. This technical adjustment will transfer the funding from the correct allocation and ensure sufficient funding is retained in the Telecommunications Program allocation for IT operations in current year. This request is only for 2021-22 as the correct fund source was referenced in the request for 2022-23 allocations. This request is consistent with Judicial Council policy. Budget Services has reviewed the request and recommends approval.

### Budget Services Use Only

#### Budget Services Recommendation

Approve ☒  
Deny ☐

<b>Name(s) of Program(s) Whose Allocation(s) will be Transferred, and the Transfer Amount(s):</b> Telecom Program (LA) - \$26,500	<b>Approved Allocation Amount(s):</b> 5,509,000	<b>Program(s) PCC:</b> 0250T313/JCT_N
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Deputy Director of Budget Services: Fran Mueller

Signature

*Fran Mueller*

Date 6/10/2022