



Judicial Council of California
Judicial Branch Budget Committee

www.courts.ca.gov/jbbc.htm
JBBC@jud.ca.gov

Request for ADA accommodations
should be made at least three business days
before the meeting and directed to:
JCCAccessCoordinator@jud.ca.gov

JUDICIAL BRANCH BUDGET COMMITTEE

NOTICE AND AGENDA OF OPEN MEETING

Open to the Public (Cal. Rules of Court, rule 10.75(c)(1) and (e)(1))

THIS MEETING IS BEING CONDUCTED BY ELECTRONIC MEANS

THIS MEETING IS BEING RECORDED

Date: November 15, 2023
Time: 1:30 to 3:00 p.m.
Public Videocast: <https://jcc.granicus.com/player/event/2949>

Meeting materials will be posted on the advisory body web page on the California Courts website at least three business days before the meeting.

Members of the public seeking to make an audio recording of the meeting must submit a written request at least two business days before the meeting. Requests can be e-mailed to JBBC@jud.ca.gov.

Agenda items are numbered for identification purposes only and will not necessarily be considered in the indicated order.

I. OPEN MEETING (CAL. RULES OF COURT, RULE 10.75(C)(1))

Call to Order and Roll Call

Approval of Minutes

Approve minutes of the September 18, 2023 Judicial Branch Budget Committee meeting and the October 5, 2023 action by email between meetings.

II. PUBLIC COMMENT (CAL. RULES OF COURT, RULE 10.75(K)(1))

This meeting will be conducted by electronic means with a listen only conference line available for the public. As such, the public may submit comments for this meeting only in writing. In accordance with California Rules of Court, rule 10.75(k)(1), written comments pertaining to any agenda item of a regularly noticed open meeting can be submitted up to one complete business day before the meeting. For this specific meeting, comments should be e-mailed to JBBC@jud.ca.gov attention: Angela Cowan. Only written comments received by Tuesday, November 14, at 1:30 pm. will be provided to advisory body members prior to the start of the meeting.

III. DISCUSSION AND POSSIBLE ACTION ITEMS (ITEM 1)

Item 1

2022-23 Final Adjustment for Year-end Fund Balances (Action Required)

Consideration of a Trial Court Budget Advisory Committee recommendation on the 2022-23 final year-end adjustments for the 3 percent trial court fund balance cap.

Presenter(s)/Facilitator(s): Hon. Jonathan B. Conklin, Chair, Trial Court Budget Advisory Committee

Ms. Oksana Tuk, Senior Analyst, Judicial Council Budget Services

IV. ADJOURNMENT

Adjourn



JUDICIAL BRANCH BUDGET COMMITTEE

MINUTES OF OPEN MEETING

September 18, 2023

1:45 p.m. – 3:15 p.m.

<https://jcc.granicus.com/player/event/2945>

Boardroom, 3rd floor, 455 Golden Gate Ave. San Francisco, CA 94012

**Advisory Body
Members Present:**

Hon. Ann C. Moorman, Chair; Mr. David H. Yamasaki, Vice Chair; Hon. Carin T. Fujisaki; Hon. Brad R. Hill; Hon. Maria Lucy Armendariz; Hon. C. Todd Bottke; Hon. Charles S. Crompton; Ms. Rachel W. Hill

**Advisory Body
Members Absent:**

Hon. Jonathan B. Conklin, Mr. John Wordlaw, Mr. Zlatko Theodorovic, Ms. Fran Mueller, Ms. Angela Cowan, Ms. Melanie Snider, Ms. Karene Alvarado, Ms. Heather Pettit, Ms. Laura Brown

Others Present:

OPEN MEETING

Call to Order and Roll Call

The chair called the meeting to order at 1:47 p.m. and took roll call.

Approval of Minutes

The advisory body reviewed and approved the minutes of the August 7, 2023 Judicial Branch Budget Committee (Budget Committee) meeting and the August 10, 2023 action by email between meetings. There were seven members who voted to approve and one member who abstained.

DISCUSSION AND ACTION ITEMS (ITEMS 1-4)

Item 1: Model Self-Help Pilot Program Update (Action Required)

Consideration of a Trial Court Budget Advisory Committee (TCBAC) recommendation for 2023-24 allocation of the ongoing \$191,400 for the Model Self-Help Pilot Program.

Presenter(s)/Facilitator(s):

Hon. Jonathan B. Conklin, Chair, Trial Court Budget Advisory Committee
Ms. Melanie Snider, Supervising Attorney, Judicial Council Center for Families, Children & the Courts

Action: The Budget Committee unanimously voted to approve the following TCBAC recommendation for consideration by the Judicial Council at its November 17, 2023 business meeting:

Approve the proposed one-time funding allocations for the 2023-24 Model Self-Help Program – Technology as set forth below:

Court	Project	Amount
Calaveras	Community Outreach/Off-Site Services	\$6,500
Calaveras	Expanding Technology Resources	3,700
Inyo	Self-Help Computer Replacement	9,869
Merced	Self-Help Remote Stations	4,550
San Benito	Public Computers for Self-Help Center	6,600
San Benito	Television for Self Help Center & Instruction Videos	4,000
San Francisco	SRL WayFinder Project – Phase III Program Development	62,530
Santa Cruz	Improving Remote Document Review Process and Staff Efficiency	1,727
Solano	Qmatic Expansion for Criminal-Traffic and Self-Help	75,175
Ventura	Self-Help Center On-Demand Video	16,749
	Total Allocations to the Courts	\$191,400

Item 2: 2023-24 State Trial Court Improvement and Modernization Fund (IMF) Allocation Adjustment for the Judicial Council Center for Judicial Education and Research (CJER) (Action Required)

Consideration of a TCBAC recommendation to increase the 2023-24 IMF allocation for CJER by \$150,000 related to conducting additional new judge orientation sessions to address an increased number of judicial officer appointments.

Presenter(s)/Facilitator(s): Hon. Jonathan B. Conklin, Chair, Trial Court Budget Advisory Committee
 Ms. Karene Alvarado, Director, Judicial Council Center for Judicial Education and Research

Action: The Budget Committee unanimously voted to approve the following TCBAC recommendation for consideration by the Judicial Council at its November 17, 2023 business meeting:

Increase the approved 2023-24 IMF allocation for the Judicial Education Program by \$150,000 to provide the Judicial Council CJER with the resources to offer six additional New Judge Orientation training programs and to increase the capacity for each of the Primary Assignment Orientations being held in 2023-24. This will ensure that newly appointed judicial officers can meet the education requirements for new judges as required by California Rule of Court 10.462.

Item 3: 2023-24 IMF Allocation Adjustment for the Judicial Council Information Technology (IT) Office (Action Required)

Consideration of a TCBCAC recommendation to increase the 2023-24 IMF allocation by \$721,490 for IT to renew an Interbranch Agreement with the Madera Court to complete a digitization project.

Presenter(s)/Facilitator(s): Hon. Jonathan B. Conklin, Chair, Trial Court Budget Advisory Committee
Ms. Heather Pettit, Director, Judicial Council Information Technology

Action: The Budget Committee unanimously voted to approve the following TCBCAC recommendation for consideration by the Judicial Council at its November 17, 2023 business meeting:

Increase the approved 2023-24 IMF allocation for the Judicial Council IT office by \$721,490 to provide the Madera Court with funding to complete their goal of digitizing over 13.4 million pages of court records and transform the court that relies on paper files into a digital court.

Item 4: 2023-24 Trial Court Trust Fund (TCTF) Allocation Adjustment for Center for Families, Children & the Courts, Sargent Shriver Civil Counsel Pilot Program Grant Allocations (Action Required)

Consideration of a TCBCAC recommendation to increase the 2023-24 TCTF allocation for the Center for Families, Children & the Courts (CFCC), Sargent Shriver Civil Council Program by \$3.567 million to fund additional grant allocations from existing program fund reserves, approved by the Shriver Civil Counsel Act Implementation Committee.

Presenter(s)/Facilitator(s): Hon. Jonathan B. Conklin, Chair, Trial Court Budget Advisory Committee
Ms. Laura Brown, Senior Analyst, Judicial Council Center for Families, Children & the Courts

Action: The Budget Committee unanimously voted to approve the following TCBCAC recommendation for consideration by the Judicial Council at its November 17, 2023 business meeting:

Increase the approved 2023-24 TCTF allocation for the Judicial Council CFCC by \$3.567 million from existing Shriver program reserves to fund the Shriver Civil Counsel Act Implementation Committee approved grants totaling \$15.832 million.

A D J O U R N M E N T

There being no further business, the meeting was adjourned at 2:12 p.m.

Approved by the advisory body on enter date.



JUDICIAL BRANCH BUDGET COMMITTEE

MINUTES OF OPEN MEETING

October 5, 2023

11:00 a.m.

Action by Email Between Meetings

Advisory Body Members Present: Hon. Ann C. Moorman, Chair; Mr. David H. Yamasaki, Vice-Chair; Hon. Carin T. Fujisaki; Hon. Brad R. Hill; Hon. Maria Lucy Armendariz; Hon. C. Todd Botke; Hon. Charles S. Crompton; Ms. Rachel W. Hill

Advisory Body Members Absent: none

Others Present: Angela Cowan

OPEN MEETING

Vote

Voting was opened at 11:02 a.m.

DISCUSSION AND ACTION ITEMS (ITEM 1-1)

Item 1: 2023-24 Increased Transcript Rat Allocations

Consideration of a recommendation from the Trial Court Budget Advisory Committee of 2023-24 allocations for the ongoing \$7 million General Fund included in the 2023 Budget Act to cover the costs associated with increased transcript rates for court reporters.

Action: The Judicial Branch Budget Committee unanimously voted to approve the allocation of \$7 million included in the 2023 Budget Act to cover the costs associated with increased transcript rates for court reporters for further consideration by the Judicial Council at its November 17, 2023 business meeting.

ADJOURNMENT

Voting closed at 5:00 p.m.

Approved by the advisory body on enter date.

JUDICIAL COUNCIL OF CALIFORNIA
BUDGET SERVICES
Report to the Judicial Branch Budget Committee
(Action Item)

Title: 2022-23 Final Adjustments for Year-end Fund Balances
Date: 11/15/2023
Contact: Oksana Tuk, Senior Analyst, Judicial Council Budget Services
916-643-8027 | oksana.tuk@jud.ca.gov

Issue

Pursuant to Government Code section 77203(b), a trial court may carry over unexpended funds in an amount not to exceed 3 percent of the court’s operating budget from the prior fiscal year. The final one-time allocation reduction of \$30 million, related to the fund balance cap in 2022-23 and prior year excluded funds, nets to \$2.8 million after adjusting for \$27.2 million in reductions in applicable requests for Trial Court Trust Fund (TCTF) funds held on behalf (FHOB) of the trial courts.

Background

Government Code section 68502.5(c)(2)(A) requires the Judicial Council to make a preliminary allocation reduction in July of each fiscal year and to finalize allocations in January, which are then offset by the amount of fund balance (or reserves) in excess of the fund balance cap authorized in statute.

Beginning June 30, 2014, Government Code section 77203(b) limited the amount of funds to be carried over from one year to the next. Commencing June 30, 2014 and concluding June 30, 2019, a trial court could carry over unexpended funds in an amount not to exceed 1 percent of the court’s operating budget (defined as actual expenditures including accruals and encumbrances) from the prior fiscal year. Commencing June 30, 2020, a trial court may carry over unexpended funds in an amount not to exceed 3 percent of the court’s operating budget from the prior fiscal year.

At its July 29, 2014 business meeting, the council approved an annual process beginning in 2015-16 for courts to provide preliminary and final computations of the portion of their ending fund balance that is subject to the statutory cap:

- Each year, courts will be required to submit the computation form with preliminary year-end information by July 15. The information provided by courts will be used by the Judicial Council to make the preliminary allocation of reductions as required by statute. Courts will not be required to provide the details related to encumbrances, prepayments, and restricted revenue when submitting the form for the preliminary allocation.

JUDICIAL COUNCIL OF CALIFORNIA
BUDGET SERVICES
Report to the Judicial Branch Budget Committee
(Action Item)

- Each year, courts will be required to submit the computation form with final year-end information by October 15.
- Before February, the Judicial Council’s Chief Financial Officer will report to the council the information provided by courts for the final allocation reduction, if any.

The figures in Attachment 1A reflect the trial courts’ finale accounting records for 2022-23. This information was reviewed by the Judicial Council’s Budget Services and Branch Accounting and Procurement staff and is summarized below:

- Column A displays the calculated fund balance cap amount for each court;
- Column H shows the court’s 2022-23 fund balance amounts subject to the cap, excluding statutorily restricted funds per Government Code section 77203(b), encumbrances consistent with the state contracting process, prepayments, and approved FHOB requests returned to courts;
- Column I displays the courts’ final computation of the amount above the 3 percent cap, totaling \$29.6 million;
- Column K provides the 2022-23 adjustments to the courts’ 2020-21 and 2021-22 fund balance cap, totaling \$459,000; and
- Column L displays the courts’ final total reduction computation, totaling \$30 million.

A total of 23 courts have submitted FHOB requests totaling \$28.5 million (Column M) for 2022-23 under the Judicial Council-approved process for trial courts to request that TCTF-reduced allocations related to the fund balance cap. Of that amount, \$27.2 million will be retained in the TCTF as restricted fund balance for the benefit of those courts. This process allows the courts to prudently plan for and fund necessary court infrastructure projects such as technology or infrastructure improvements, facilities maintenance and repair allowed under rule 10.810 of the California Rules of Court, court efficiency projects, and other court infrastructure projects that would not be possible as an unintended consequence of the 3 percent fund balance cap.

Attachment 1B provides detail on the final allocation adjustments for the 3 percent cap and TCTF FHOB requests for 2022-23:

- Column A displays the final reductions, affecting 37 courts;
- Column B reflects the final TCTF FHOB requests totaling \$28.5 million. Of this amount, \$18 million will be allocated to trial courts in the February 2024 distribution for 2023-24 expenditures (Column E) and \$9.3 million will be held in the TCTF fund balance for the courts that are saving funds for expenditure in future years (Column F);
- Column C represents the courts’ contribution to the project identified in their FHOB request. This funding is within their allowable fund balance cap and therefore is not reduced as part of the fund balance above the 3 percent cap;

JUDICIAL COUNCIL OF CALIFORNIA
BUDGET SERVICES
Report to the Judicial Branch Budget Committee
(Action Item)

- Column E displays the February 2024 allocation for TCTF FHOB of the trial courts; and
- The Net Adjustment column reflects the net allocation adjustment for the 3 percent cap reduction and the TCTF FHOB distributed to the trial courts in 2023-24.

Recommendation

It is recommended that the Judicial Branch Budget Committee approve the final 2022-23 year-end adjustment of a 3 percent fund balance cap reduction allocation of \$30 million, which nets to \$2.8 million after adjusting for \$27.2 million in applicable FHOB requests, for consideration and recommendation to the Judicial Council at its January 19, 2024 business meeting.

Attachments

Attachment 1A: 2022-23 Final Adjustments for Year-end Fund Balances

Attachment 1B: 2022-23 Final Adjustments for Year-end Fund Balances: 3 Percent Cap Adjustment and TCTF Funds Held on Behalf

**2022-23 Final Adjustments for Year-end Fund Balances
3 Percent Cap Adjustment and TCTF Funds Held on Behalf**

Court	3 Percent Cap Adjustments	TCTF FHOB					
	Final Reduction for Fund Balance Above the 3% Cap	Total Final Approved TCTF FHOB of the Trial Courts for 2022-23 funds	Court Contribution from Fund Balance ¹	Net FHOB Request ²	TCTF FHOB of the Trial Courts to be Returned for 2023-24	Net Adjustment	TCTF Funds Held in Reserve in the TCTF for Future Years ³
					Feb #8 Dist.		
A	B	C	D (B - C)	E	(A + E)	F	
Alameda	(95,282)	912,802	817,520	95,282	95,282	-	-
Alpine	-	-	-	-	-	-	-
Amador	(780,893)	780,893	-	780,893	110,218	(670,675)	670,675
Butte	(34,649)	-	-	-	-	(34,649)	-
Calaveras	(273,886)	-	-	-	-	(273,886)	-
Colusa	(2,083)	-	-	-	-	(2,083)	-
Contra Costa	-	-	-	-	-	-	-
Del Norte	(380,442)	-	-	-	-	(380,442)	-
El Dorado	(284,206)	284,000	-	284,000	284,000	(206)	-
Fresno	-	-	-	-	-	-	-
Glenn	(507,051)	438,742	-	438,742	438,742	(68,309)	-
Humboldt	-	-	-	-	-	-	-
Imperial	(47,215)	-	-	-	-	(47,215)	-
Inyo	(96,305)	-	-	-	-	(96,305)	-
Kern	(1,905)	-	-	-	-	(1,905)	-
Kings	(1,166,786)	1,166,786	-	1,166,786	-	(1,166,786)	1,166,786
Lake	(187,454)	187,454	-	187,454	187,454	-	-
Lassen	-	-	-	-	-	-	-
Los Angeles	-	-	-	-	-	-	-
Madera	(554,002)	-	-	-	-	(554,002)	-
Marin	(510,985)	-	-	-	-	(510,985)	-
Mariposa	(351,836)	351,836	-	351,836	351,836	-	-
Mendocino	-	-	-	-	-	-	-
Merced	-	-	-	-	-	-	-
Modoc	-	-	-	-	-	-	-
Mono	(596,591)	-	-	-	-	(596,591)	-
Monterey	(252,710)	253,894	1,184	252,710	252,710	-	-
Napa	(21,912)	76,361	54,449	21,912	21,912	-	-
Nevada	(85,937)	110,000	24,063	85,937	85,937	-	-
Orange	(1,256,642)	1,243,224	-	1,243,224	927,224	(329,418)	316,000
Placer	(62,081)	-	-	-	-	(62,081)	-
Plumas	(15,558)	-	-	-	-	(15,558)	-
Riverside	(1,999,813)	2,186,317	186,504	1,999,813	1,347,824	(651,989)	651,989
Sacramento	(506,812)	506,812	-	506,812	506,812	-	-
San Benito	-	-	-	-	-	-	-
San Bernardino	(9,441,300)	9,441,300	-	9,441,300	6,300,000	(3,141,300)	3,141,300
San Diego	-	-	-	-	-	-	-
San Francisco	-	-	-	-	-	-	-
San Joaquin	(5,615,066)	5,615,066	-	5,615,066	5,279,024	(336,042)	336,042
San Luis Obispo	(385,944)	385,944	-	385,944	385,944	-	-
San Mateo	(102,961)	102,961	-	102,961	102,961	-	-
Santa Barbara	-	-	-	-	-	-	-
Santa Clara	(190,659)	350,000	159,341	190,659	190,659	-	-
Santa Cruz	-	-	-	-	-	-	-
Shasta	-	-	-	-	-	-	-
Sierra	(17,019)	17,019	-	17,019	17,019	-	-
Siskiyou	-	-	-	-	-	-	-
Solano	-	-	-	-	-	-	-
Sonoma	-	-	-	-	-	-	-
Stanislaus	(1,337,645)	1,337,645	-	1,337,645	-	(1,337,645)	1,337,645
Sutter	(745,686)	745,686	-	745,686	372,843	(372,843)	372,843
Tehama	(80,316)	80,316	-	80,316	80,316	-	-
Trinity	-	-	-	-	-	-	-
Tulare	-	-	-	-	-	-	-
Tuolumne	(69,606)	-	-	-	-	(69,606)	-
Ventura	(1,910,980)	1,919,664	8,684	1,910,980	639,888	(1,271,092)	1,271,092
Yolo	(38,785)	-	-	-	-	(38,785)	-
Yuba	-	-	-	-	-	-	-
Total	(30,009,003)	28,494,722	1,251,745	27,242,977	17,978,605	(12,030,398)	9,264,372

¹ Court contribution for the portion of the FHOB request that is within their fund balance. This amount is not held in the TCTF
² Net FHOB request is the difference between the courts' FHOB request and the amount already available in their fund balance.
³ Approved 2022-23 requests for TCTF FHOB will be held in reserve in the TCTF account for courts that have indicated they will incur expenditures in future years.