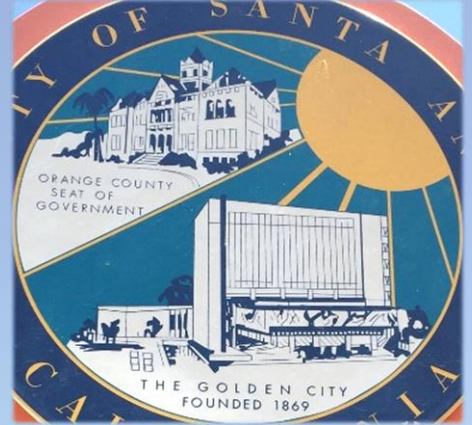


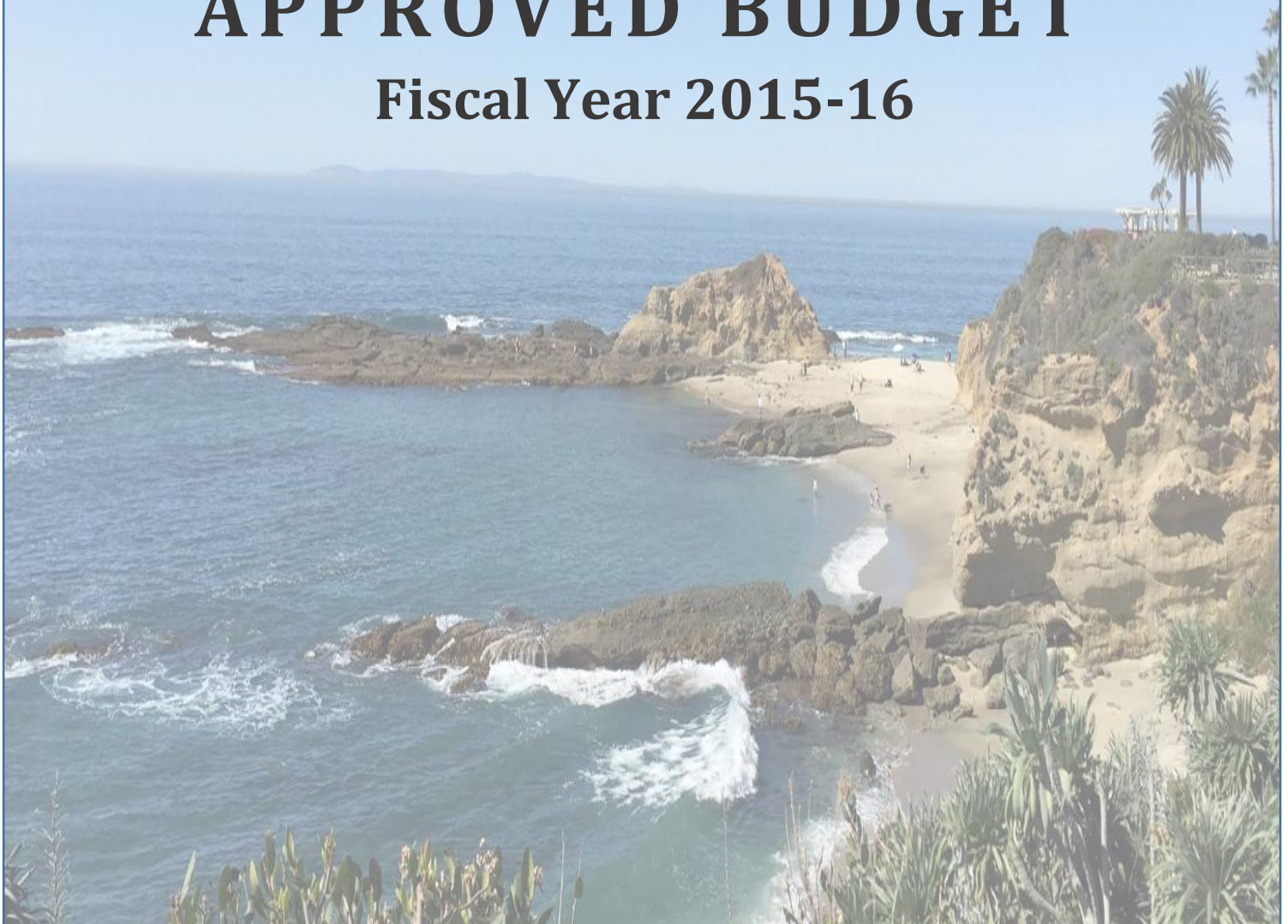
# Superior Court of California County of Orange

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## APPROVED BUDGET Fiscal Year 2015-16



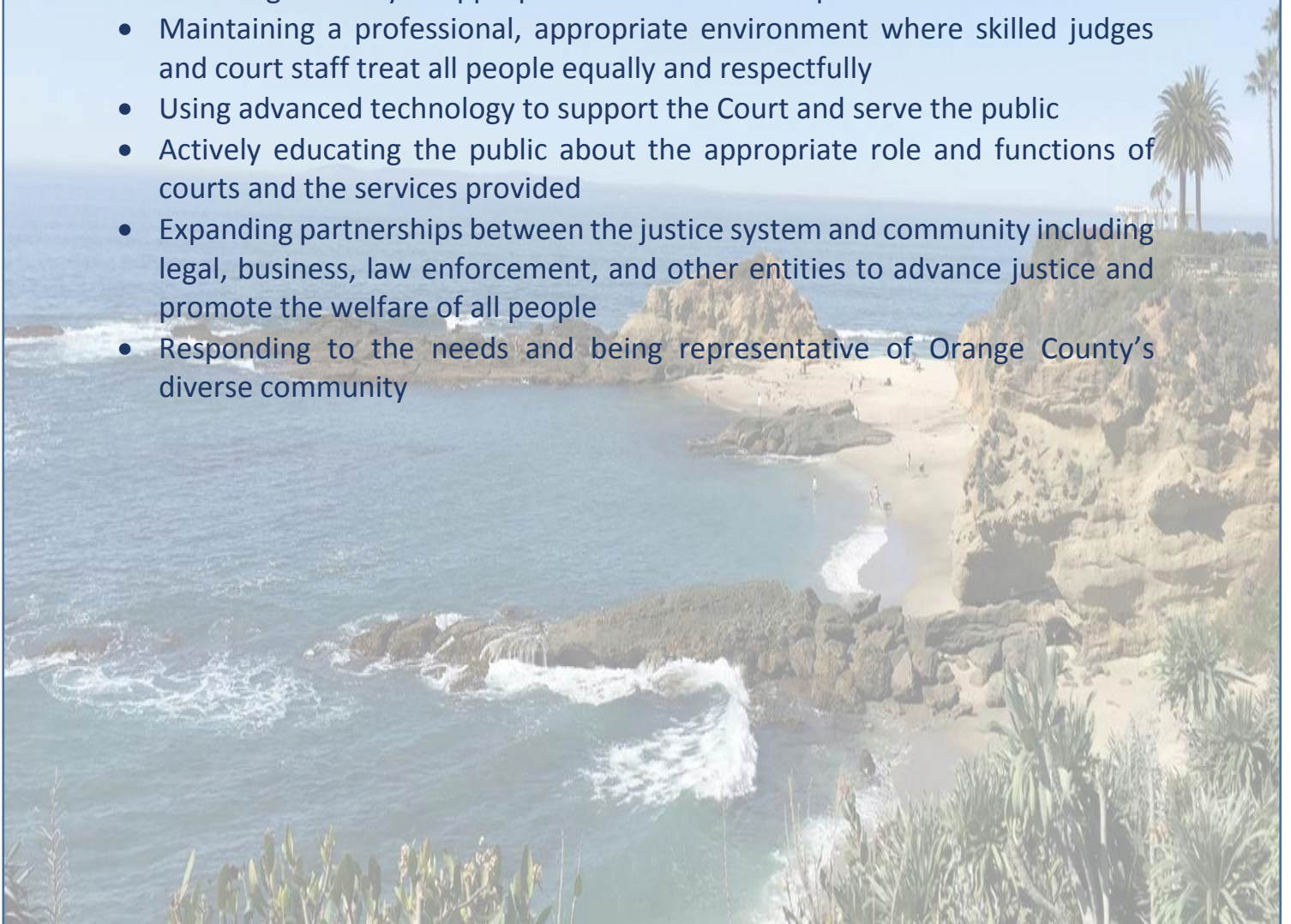
# OUR MISSION

The mission of the Superior Court of California, County of Orange is to serve the public by administering justice and resolving disputes under the law, thereby protecting the rights and liberties guaranteed by the Constitutions of California and of the United States.

# OUR VISION

The Superior Court of California, County of Orange will provide the highest quality of justice and court system services to the community by:

- Being accessible, convenient, and understandable
- Providing a variety of appropriate and effective dispute resolution forums
- Maintaining a professional, appropriate environment where skilled judges and court staff treat all people equally and respectfully
- Using advanced technology to support the Court and serve the public
- Actively educating the public about the appropriate role and functions of courts and the services provided
- Expanding partnerships between the justice system and community including legal, business, law enforcement, and other entities to advance justice and promote the welfare of all people
- Responding to the needs and being representative of Orange County's diverse community





# Superior Court of California County of Orange

**DARREN DANG**  
CHIEF FINANCIAL & ADMINISTRATIVE  
OFFICER

700 CIVIC CENTER DRIVE WEST  
SANTA ANA, CA 92702

September 15, 2015

To Judges, Commissioners, Staff, and Members of the Public,

Enclosed is the Approved Fiscal Year (FY) 2015-16 Budget for the Superior Court of California, County of Orange (Court). This budget reflects the concerted efforts of all of the departments within the Court to streamline processes and gain operational efficiencies in order to ensure that essential justice services are provided to the residents of the County of Orange.

FY 2015-16 represents the third consecutive year of funding restoration for the Judicial Branch. The major funding components of the 2015 Budget Act are as follows:

- \$90.6 million in partial funding restoration for trial courts statewide. Because the Governor did not provide funding for the \$22.7 million fee revenue shortfall in the Trial Court Trust Fund (TCTF) from FY 2014-15, the new funding nets to an increase of only \$67.9 million statewide.
- \$15.5 million statewide in General Fund relief for further fee related revenue shortfall in the TCTF anticipated for FY 2015-16. This funding helps avoid further reductions caused by fee revenue shortfalls.
- \$42.7 million statewide benefits funding to reimburse for actual benefits cost in FY 2014-15 and partial reimbursement for benefits cost in FY 2012-13 and 2013-14.
- \$26.9 million in one-time funding to reimburse for statewide expenditures related to Proposition 47.

The reinvestment in the Judicial Branch is encouraging; however, California courts are grossly underfunded at an average of 72% of workload funding need. In other words, courts are funded to handle, on average, only 3 out of 4 cases. According to the Workload-based Allocation and Funding Methodology (WAFM) that was adopted in FY 2013-14, the statewide trial court funding need is \$2.4 billion, while current funding of \$1.7 billion is \$700 million short of total workload need. Unfortunately, the 2015 Budget Act contains no indication that there will be future funding restoration for the trial courts in the years to come.

Locally, the Court faces the additional challenge of losing historical base funding and receiving a smaller share of new statewide funding due to WAFM redistribution. Under WAFM, the Court loses 15 cents per base funding dollar and 30 cents on the dollar on all new money. This reduction in funding forces the Court to use reserves to balance the budget for the fourth consecutive year. In FY 2015-16, the Court estimates a funding reduction of \$8.6 million due to WAFM-mandated redistribution. Absent new statewide funding, the Court is slated to lose another \$2 million FY 2016-17 and an additional \$2 million in ongoing funding reduction in FY 2017-18 when WAFM is fully implemented.

The FY 2015-16 Approved Budget for the Court includes revenues of \$200.9 million and expenses of \$202.0 million, resulting in the use of \$1.1 million in reserves to balance the budget. By the end of FY 2015-16, the Court anticipates an ending fund balance of only \$7.8 million (\$5.9 million of which are statutorily restricted). In addition to advocating for increased funding for all courts in California, the Court will continue to look for ways to reduce expenditures to be in line with reduced revenues in order to balance the budget, especially in light of known future funding reductions as a result of WAFM.

Sincerely,

A handwritten signature in blue ink that reads "Darrendang".

Chief Financial & Administrative Officer

# TABLE OF CONTENTS

## BUDGET OVERVIEW

### SUPERIOR COURT OF CALIFORNIA, COUNTY OF ORANGE

Who we serve .....	1
Who we are .....	2
Where we work .....	3
What we have accomplished .....	4
Who recognized us .....	5

### OUR STRATEGIC GOALS

The Court's six strategic goals .....	7
How we will measure performance and success .....	7
How we are improving the planning process .....	9

### BUDGETING : STATE → JUDICIAL BRANCH → THE COURT

How the State budget is developed .....	10
How the Judicial Branch budget is developed.....	11
How the Court's budget is developed .....	11
How we monitor our budget... ..	12

### THE COURT'S BUDGET CHALLENGES

What impacts our budget?.....	13
Workload-based Allocation and Funding Methodology (WAFM) .....	13
Filing trends .....	15
Fund balance limitations... ..	15
Benefits funding reimbursement delay .....	16
Aging facilities .....	17
Legislative impacts .....	17

### FY 2015-16 APPROVED BUDGET

Where our funding comes from .....	18
How we will use the funds?.....	19
How much will we have left? .....	20
Superior Court of California, County of Orange .....	22
Expenditures and staffing history by department .....	23
Revenue by general ledger (GL) account .....	24
Expenditure by general ledger (GL) account .....	26
Expenditures by PECT .....	28
Staffing history by classification .....	30

## BUDGET BY DEPARTMENT AND COST CENTER

<b>JUDICIAL ADMINISTRATION</b> .....	34
301020 Judges and Commissioners .....	38
<b>EXECUTIVE OFFICE</b> .....	42
302100 Chief Executive Office.....	46
<b>GENERAL COUNSEL</b> .....	50
302210 Office of General Counsel.....	54
302240 Judicial Assistance Group (JAG).....	56
302250 Legal Research.....	58
302510 Media and Community Relations.....	60
<b>COURT TECHNOLOGY SERVICES DEPARTMENT</b> .....	64
303100 CTS – Administration .....	68
303230 CTS – Servers, Storage and DBA Services.....	70
303250 CTS – Network and Telecommunications Services .....	72
303330 CTS – Applications Development.....	74
303340 CTS – Vision and ILJ.....	76
303430 CTS – Banner, SmartForms, QA and Process.....	78
303440 CTS – CCMS V3 and e-Filing.....	80
303530 CTS – Service Center and User Support Services.....	82
303540 CTS – Odyssey CMS.....	84
303550 CTS – Enterprise Applications Support.....	86
303630 CTS – Platform Solutions .....	88
<b>FINANCE AND ADMINISTRATION DEPARTMENT</b> .....	92
304100 CFAO – Administration .....	96
302300 Planning and Research .....	98
304210 Financial Planning Office .....	100
304230 Financial Resource Development.....	102
304300 Accounting Services.....	104
300900 Facilities Maintenance.....	106
304410 Facilities Administration and Project Management.....	108
304461 Facilities Management – CJC.....	110
304462 Facilities Management – LJC .....	112
304463 Facilities Management – NJC .....	114
304464 Facilities Management – WJC.....	116
304465 Facilities Management – HJC.....	118
302260 Emergency Response and Security Services .....	120
304500 Collections .....	122
304600 Business Analytics Team.....	124
304700 Procurement Services.....	126

<b>HUMAN RESOURCES DEPARTMENT</b> .....	130
305100 Human Resources.....	134
305200 Organizational Development .....	136
<b>OPERATIONS DEPARTMENT</b> .....	140
<b>Administration</b>	
306100 COO – Administration.....	144
302221 Reporters.....	146
302222 Interpreters .....	148
302232 Jury Services .....	150
302233 Grand Jury .....	152
306330 Records and Exhibits Management.....	154
306340 Court Clerk Academy .....	156
<b>Criminal and Traffic</b>	
304220 Alternate Defense .....	158
306200 Collaborative Courts.....	160
306411 Criminal and Traffic Operations .....	162
306413 Detention Release .....	164
<b>Civil and Probate/Mental Health</b>	
306311 Civil Operations .....	166
306321 Complex Civil... ..	168
306512 Probate and Mental Health.....	170
<b>Family Law and Juvenile</b>	
306514 Family Law .....	172
306516 Family Court Services .....	174
306517 Juvenile Dependency and Delinquency.....	176
304221 Juvenile Alternate Defense.....	178
306521 Juvenile Justice Commission .....	180
306522 Self-Help Services .....	182
<b>Grants and MOUs</b>	
999909 BJA Adult Drug Court Enhancement (2012-2015).....	184
999987 Pretrial Services.....	186
999988 State Justice Institute .....	188
999992 California’s Self-Help Center MOU .....	190
999993 Access to Visitation.....	192
999995 Collaborative Justice.....	194
999997 AB1058 – Facilitator .....	196
999998 AB1058 – Commissioner .....	198

**DISCONTINUED COST CENTERS**

302400 Program Management Office..... 202  
303210 CTS – Infrastructure and End-User Support Services ..... 203  
303220 CTS – Phones and Special Projects ..... 204  
303240 CTS – Database Administration ..... 205  
303310 CTS – DMS, Smartforms and Legacy CMS ..... 206  
303320 CTS – Departmental Applications Support ..... 208  
303410 CTS – Web Application Development and Support Division ..... 209  
303420 CTS – Document Management Systems ..... 210  
303510 CTS – Technology Services..... 212  
303520 CTS – Judicial and BPR Support ..... 213  
303610 CTS – QA and ECE Program Office ..... 214  
303620 CTS – Integrated Law and Justice ..... 215  
303640 CTS – Web Support..... 216  
999989 DV Family Law Interpreter ..... 217  
999999 Complex Civil Intrabranh Agreement (IBA) ..... 218

**BUDGET BY FUND**

**BUDGET BY FUND**

Budget by Fund ..... 219  
Revenue and Reimbursement by Fund..... 222  
Expenditures by Fund ..... 223

**GENERAL FUNDS**

110001 General Fund – TCTF ..... 224  
120001 General Fund – NTCTF ..... 225

**SPECIAL REVENUE FUNDS**

120002 Donations – NTCTF..... 226  
120003 Small Claims Advisory ..... 227  
120005 Grand Jury ..... 228  
120007 Enhanced Collections..... 229  
120009 Other County Services ..... 230  
120017 Alternate Defense Program ..... 231  
120020 Court Facilities Maintenance Fund ..... 232  
120021 Special Revenue Fund – Other ..... 233  
180004 Replacement of 2% Automation Fund..... 234  
180005 Children’s Waiting Room ..... 235  
180006 Automated Records / Micrographics..... 236

**GRANT FUNDS**

190100 JCC Grants ..... 237  
190200 Federal Grant ..... 238

# APPENDIX

## COURTHOUSES AND FACILITIES

Central Justice Center.....	239
Civil Complex Center .....	240
Community Court .....	241
Courtroom at the Jail (CJ1).....	242
Harbor Justice Center .....	243
Irvine Facility .....	244
Lamoreaux Justice Center .....	245
North Justice Center .....	246
Superior Court Service Center .....	247
West Justice Center .....	248

<b>PERFORMANCE MEASURE PILOT PROGRAM .....</b>	<b>249</b>
--	------------

## MY PLAN

Projects Completed as of June 30, 2015 .....	254
Projects Active as of July 1, 2015 .....	254
Pending List as of July 1, 2015 .....	255

<b>WAFM CALCULATION (Case weight, Needs calculation) .....</b>	<b>258</b>
--	------------

<b>CASES FILED BY CASE TYPE AND FISCAL YEAR.....</b>	<b>259</b>
--	------------

<b>COMPARISON OF FY 2014-15 ACTUAL TO FY 2015-16 BUDGET .....</b>	<b>260</b>
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<b>FACTS AND FIGURES.....</b>	<b>262</b>
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<b>DISTRIBUTION OF FINES AND FEES.....</b>	<b>266</b>
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# Superior Court of California, County of Orange

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Californians turn to one of the 58 trial courts when they need to contest or pay their traffic tickets, collect overdue rent, enforce wills, protect elderly relatives, divorce spouses, determine custody of their children, settle multi-million dollar conflicts, adopt children, and resolve many other disputes and life events. This results in 7.7 million filings statewide each year.

These filings are handled by about 2,000 judges and commissioners and 19,000 Judicial Branch employees. Exacerbating the caseload challenge is the diverse ethnic and cultural makeup of California's 38 million residents. More than 200 different languages are spoken in the State, 120 of which are used at the courts. An estimated 20 percent of California's population need an interpreter when they conduct court business.

## Who we serve...

The Superior Court of California, County of Orange (Court<sup>1</sup>) serves a growing population of 3.2 million and handles an average of 516,000 filings each year. The residents of Orange County reflect the same diversity as the rest of the State - 30 percent of the population are foreign born, and 45 percent of those above age 5 speak a language other than English at home. The Court provides interpreter services in more than 50 languages each year. About 98% of interpreter usage in the Court is for Spanish, Vietnamese, Korean, Mandarin, and Farsi. Orange County also has an aging population, with residents 65 and older being the only age group that is projected to grow in the next 25 years.

Although the Court serves the smallest county in Southern California in terms of land size, it is second only to Los Angeles in the entire State in terms of workload resulting from case filings<sup>2</sup>.



### **The Court**

serves a county of 3.2 million people  
and handles an average of 516,000 filings per year

<sup>1</sup> Throughout this document, the acronym "OCSC" (Orange County Superior Court) is used interchangeably with the term "Court".

<sup>2</sup> For more information on the calculation of operational staff support need, refer to Workload-based Allocation and Funding Methodology (WAFM) on page 13.

## Who we are...

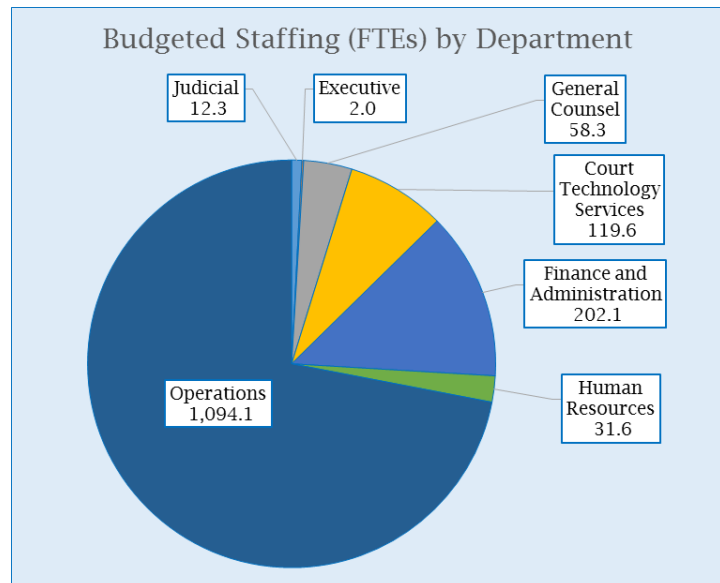
**Judges and Commissioners.** The Court is currently authorized 124 judges and 20 commissioners to preside over matters that are brought to the justice system. All judges and commissioners are led by the presiding judge and assistant presiding judge, who are elected by the Court's judges to two-year terms. Although the assessed judicial need calls for 155.6 judicial positions<sup>3</sup>, the Legislature has only authorized 144 judicial officer positions in Fiscal Year (FY) 2015-16.

**Court Staff.** The judges and commissioners are supported by the Court's 1,567 non-judicial staff [1,520.0 full-time equivalents (FTEs)]. The Chief Executive Officer is directly supported by the in-house general counsel and four deputy executive officers, whose responsibilities are as follows.

**General Counsel** provides direct administrative support and legal research services for the Court's judges, commissioners and staff.

**Operations** performs all the courtroom, case processing, and concomitant support activities (e.g. court reporting and interpreting as well as management of jury services, records and exhibits, and self-help services) for all case types.

**Finance and Administration** is responsible for budgeting, strategic planning, business analytics and research, accounting, financial reporting, collections, purchasing, and facilities management activities.



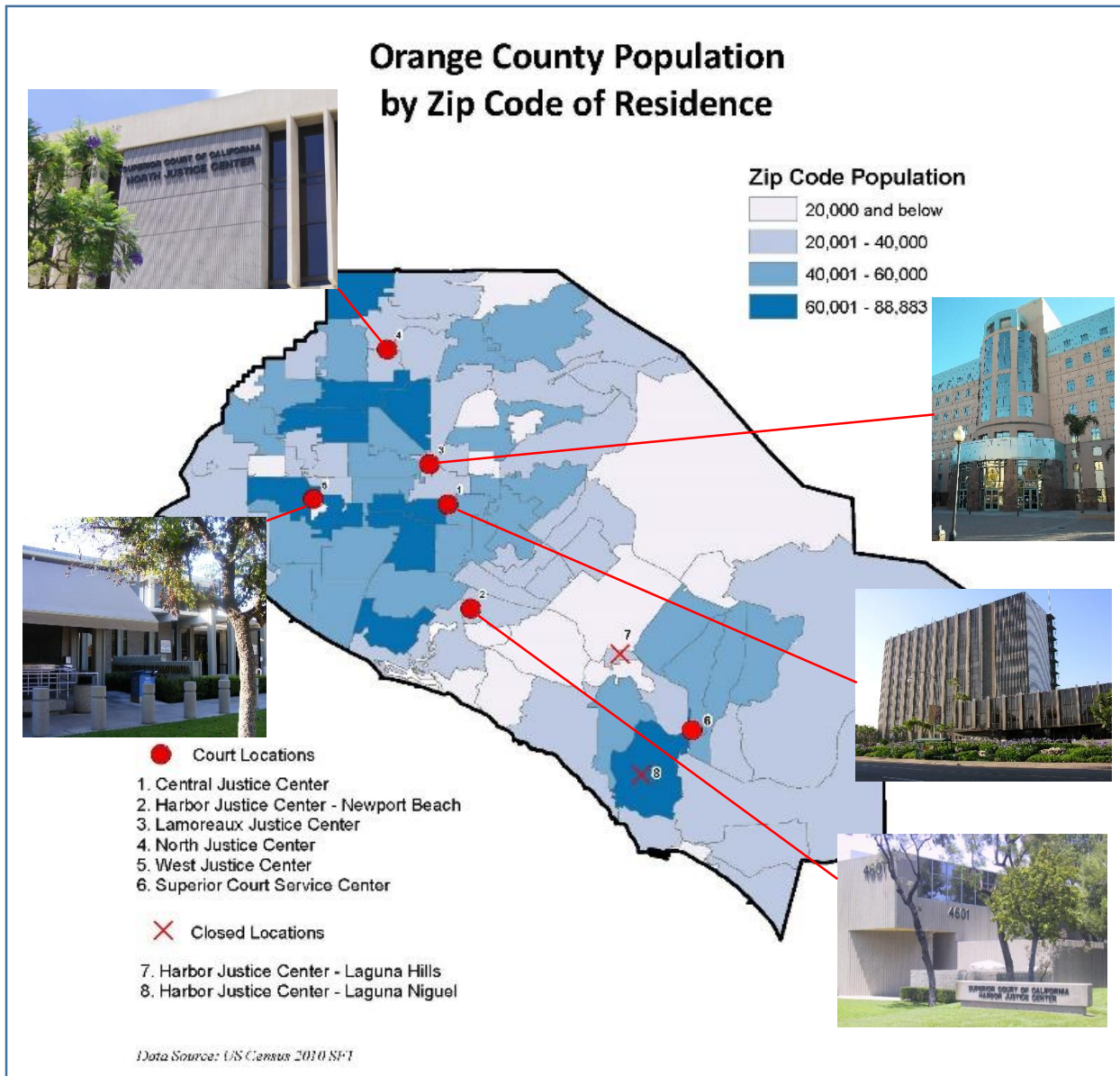
**Court Technology Services** implements new technology-enabled solutions and manages existing technology services and assets.

**Human Resources Department** is responsible for the recruitment, classification, compensation, maintenance of records, labor relations, and training of all Court staff.

<sup>3</sup> Judicial Council of California. (2014). Need for New Judgeships in the Superior Courts: 2014 Update of the Judicial Needs Assessment. The report is accessible at the Judicial Council's Judicial Workload Assessment webpage: <http://www.courts.ca.gov/12922.htm>.

## Where we work...

Orange County’s residents can obtain services in nine locations<sup>4</sup>. There are five courthouses—located in the cities of Fullerton, Newport Beach, Orange, Santa Ana, and Westminster. There are four other court facilities, three of which are located in Santa Ana—the Civil Complex Center, the Community Court, and the Courtroom at the Jail. The newly-opened Superior Court Service Center (SCSC) in Mission Viejo serves mainly residents of southern Orange County by providing a place to file documents, make traffic payments, and receive self-help services. A tenth facility, in Irvine, houses a portion of the Court’s records and exhibits, but direct services to the public are not available there.



<sup>4</sup> Information regarding each of the Court’s courthouses and facilities can be found on pages 239-248.

## What we have accomplished...

Despite dwindling financial resources, the Court has been able to not only continue to provide services but to achieve substantial improvements and successes during last fiscal year. Much effort was placed on expanding services to those without adequate legal representation. The Court embraced the use of technology to become more efficient, reduce costs, and accommodate the public's interest in conducting business online, instead of in person. All of the following accomplishments were made possible by the Court's resourceful, hardworking, and creative staff, as directed by the Court's judicial leaders, in particular the Presiding Judge and Assistant Presiding judge.

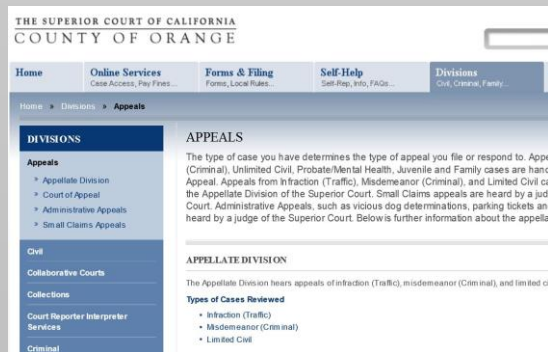


### Opened the SCSC

Self-Help Services are available to provide the public with legal information and procedural assistance, various types of workshops, document review of legal forms, and access to computers and a legal library. Other services include the acceptance of payments and the filing of documents.

### Appeals Webpage

The Court launched a new Appeals Webpage to improve the public's access and understanding of the appeal process. The Webpage provides information about which court will hear an appeal and what steps are needed to file an appeal.



### Expanded Homeless Outreach to North County

Homeless Outreach Court resolves infractions, outstanding warrants, and misdemeanors while providing homeless persons with links to supportive services. Sessions are convened at Santa Ana, Tustin, and Anaheim.



### Jury Postcard Summons

Instead of an envelope containing a summons and directions, prospective jurors now receive postcards. The postcards provide information regarding when and where to appear for jury service, and how to respond using eJuror (an online application available 24 hours a day, 7 days a week). The change to postcard summons saves about \$140,000 per year in printing and postage costs.



### Courtroom Video Conferencing

Video conferencing services are now available in select courtrooms at the Central Justice Center (CJC) and the Civil Complex Center (CXC). For a fee paid to a third-party vendor, participants can now opt, with the Court's permission, to appear by video instead of traveling to the Courthouse.

## Who recognized us...



### Website Awards

In its effort to meet the public's demands to conduct more business online rather than in line, the Court revamped its public website. The Forum on the Advancement of Court Technology named the Court's new website as a 2014 winner of its annual Top 10 Court Websites Award.

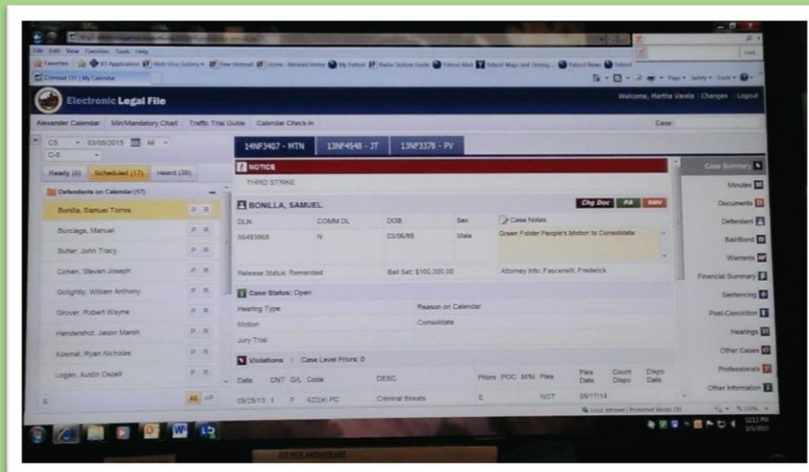
### Electronic Criminal Environment (ECE)

The Court Information Technology Officers Consortium (CITOC) and the Conference of State Court Administrators honored the Court with a **2014 CITOC Innovation in Business Process Award** for the creation and implementation of a completely electronic environment for criminal cases. The project resulted in ongoing annual savings of \$825,000 in salaries and benefits and \$80,000 in paper supplies. Since January 2014, no paper file has been created for any newly filed felony or misdemeanor case.

Before ECE... paper files:



After ECE... electronic files:



# Our Strategic Goals

---

The Court's six strategic goals are as follows:

## Strategic Goal 1

- The Court will deliver the highest quality of justice and service to court users, justice partners, and the community by providing leadership to create and sustain public and private sector partnerships.

## Strategic Goal 2

- The Court will treat everyone in a fair and just manner, provide equal access, and respond to the needs of Orange County's diverse community and court users.

## Strategic Goal 3

- The Court will encourage preservation of judicial discretion and impartial decision-making, and maintain the highest standards of accountability for using public resources.

## Strategic Goal 4

- The Court will continue to strive for the highest quality judicial officers and staff.

## Strategic Goal 5

- The Court will embrace innovative ideas and implement modern management practices for effective and efficient delivery of service.

## Strategic Goal 6

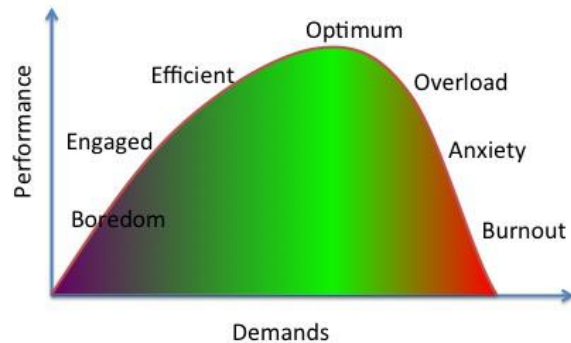
- The Court will establish a comprehensive technology, human resources, fiscal, and facilities infrastructure.

## How we will measure performance and success...

Beginning in FY 2015-16, two major efforts will sharpen the Court's focus on committing resources to activities that have been identified as priorities by the judges. The two efforts are implementation of the Performance Measures Pilot Program and reengineering of the Court's strategic planning process. Even more importantly, these efforts will ensure that resources are used appropriately and responsibly. Through close monitoring and assessment, adjustments to the Court's spending plans will be implemented in a timely and effective manner.

The Performance Measures Pilot Program is a court-wide effort to establish, implement, and utilize performance measures to assess if the Court is achieving its objectives, or if progress is being made toward accomplishing its strategic goals.

Embracing the concept and practice of data-driven decision making, the Court’s executive team will use objective data to assess what has happened in the past, monitor what is happening right now, and to advise the judges to help them make decisions on how to allocate resources in the future.



Establishing performance measures also helps align staff goals with the strategic goals of the Court. Staff performance is enhanced when they understand the purpose of their work, become aware of ongoing progress and challenges, and recognize their ability to make meaningful changes.

Program participants include 19 cost centers<sup>5</sup>, representing 5 Court departments: Legal Services, Court Technology, Finance and Administration, Human Resources, and Operations.<sup>6</sup> Quarterly status updates will give the judges and court staff insights into the Court’s performance and enable the redirection of efforts or resources as necessary.

<b>Participating cost centers:</b>	General Counsel	Enterprise Applications Support	Servers, Storage and Database Services	Service Center and User Support Services	
Vision and Integrated Law and Justice	Accounting Services	Collections	Facilities Admin. and Project Management	Financial Planning and Budgeting	
Procurement Services	Human Resources	Organizational Development	Civil Operations	Criminal and Traffic Operations	
Family Court Services	Family Law	Juvenile Dependency and Delinquency	Juvenile Justice Commission	Self-Help Services	
	Legal Services	Court Technology	Finance and Admin.	Human Resources	Operations

<sup>5</sup> Cost Centers are defined areas to which direct and indirect costs are allocated. They are distinctly identifiable departments, divisions or units of an organization whose managers are responsible for all its associated costs and for ensuring adherence to its budget.

<sup>6</sup> For a complete list of cost center goals and performance measures, please see pages 249-253.



## How we are improving the planning process...

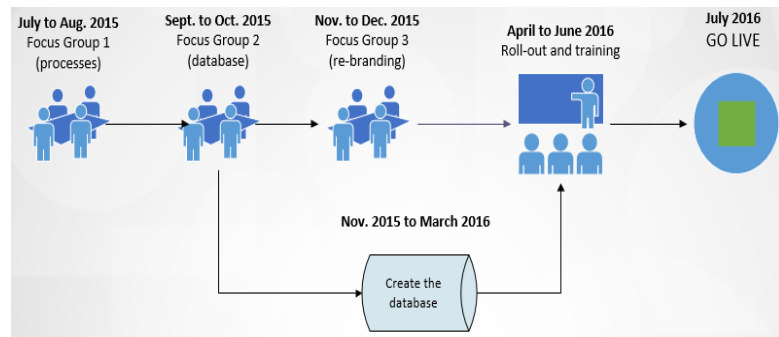
The Court's Multi-Year Financial Plan (MY Plan) is the operational component of its strategic plan. It is a formal process for identifying potential projects consistent with the strategic plan and monitoring the progress of plans approved by the judges. Started in FY 2012-13, MY Plan has been successfully utilized to complete 18 projects. Another 14 projects are currently ongoing and, of those, 11 are expected to be completed in FY 2015-16.<sup>7</sup>

The Court is currently going through a process to simplify and to reengineer MY Plan. The goals of the MY Plan business process reengineering (BPR) are:

1. Improve the prioritization and allocation of resources
2. Streamline processes
3. Align the Court's project management training curriculum with its actual project management practices
4. Improve communications between the executive team, project managers, and key stakeholders
5. Create a central repository of project information

The prioritization and approval of projects must align with the Court's strategic goals. That is a vital step to meet the BPR's first goal—improve the prioritization process and appropriate allocation of resources.

The BPR work has now shifted to achieving goals two through five. The groundwork is being performed by three focus groups, which are comprised of staff from all of the Court's departments.



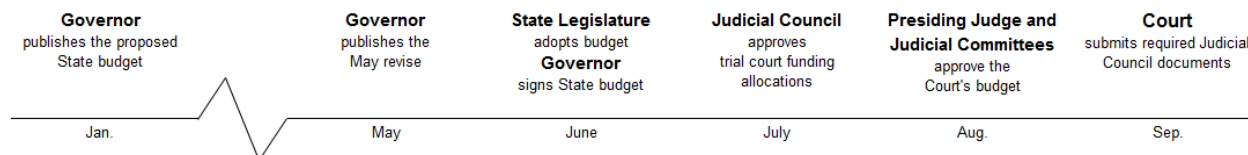
- Focus Group 1 - develop a standardized workflow and outline the practices that will be required of the Court's project managers.
- Focus Group 2 - preliminarily design and draft requirements for a single consolidated database and repository of project management information.
- Focus Group 3 - develop training and roll-out plans for the new strategic and project management procedures.

The BPR will conclude when Court staff are trained on the new project management processes and when the new strategic planning database is implemented. The scheduled completion date is June 30, 2016.

<sup>7</sup> For a complete list of completed, ongoing, and pending MY Plan projects, please see pages 254-256.

# Budgeting : State → Judicial Branch → the Court

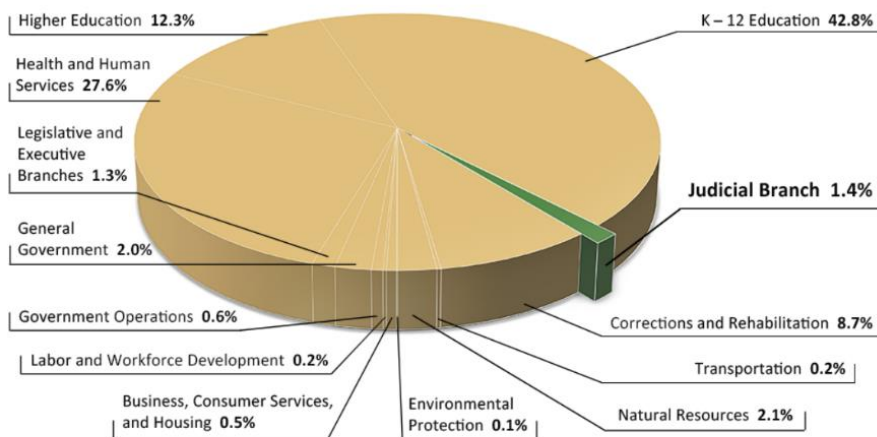
In California, the trial courts are primarily funded by the State. This section shows the relationship between the State budget, Judicial Branch budget, and local trial court budgets. Proper financial planning requires several months of effort, and the Court must stay current on all statewide and local budgetary developments throughout the year.



## How the State budget is developed...

The State budget process begins in January, six months before the beginning of the fiscal year (which starts on July 1). The State Constitution requires the Governor to submit a proposed budget to the Legislature on January 10 of each year. In May, the Governor issues a revised budget (commonly referred to as the “May Revise”). The Legislature, in turn, is required to adopt a balanced budget by June 15. The Governor then has 12 working days to reduce or eliminate any budget line items, and to sign the budget bill. Trailer bills needed to implement the budget may be signed at a later date.

For FY 2015-16, the Judicial Branch is 1.4% of the State General Fund Budget.<sup>8</sup>

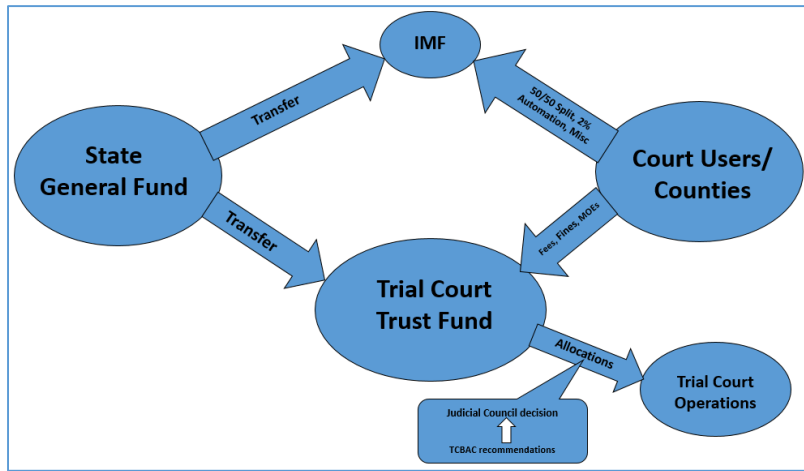


Data Source: Figure SUM-03 “General Fund Expenditures by Agency”, California State Budget 2015-16.  
 Note: Totals may not equal 100% due to rounding.

<sup>8</sup> The chart is available at the *California Judicial Branch Website*. Retrieved September 4, 2015, from: <http://www.courts.ca.gov/14908.htm>

## How the Judicial Branch budget is developed...

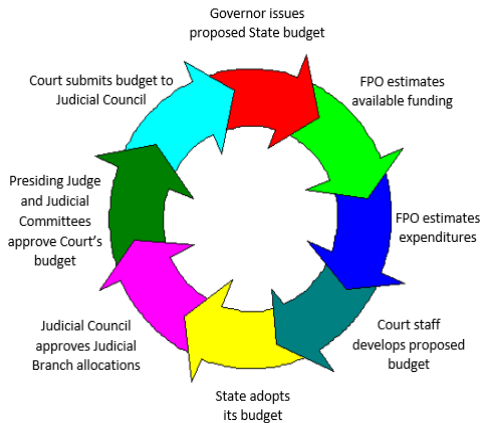
Once the Legislature has passed and the Governor has signed a state budget, the Judicial Branch works on finalizing its funding allocations for the fiscal year. The Judicial Council, the decision-making body of the Judicial Branch, relies on the Trial Court Budget Advisory Committee (TCBAC) — a team of 15 superior court



judges and 15 court executive officers — to make recommendations on funding allocations for the 58 trial courts. In July, the Judicial Council reviews the TCBAC recommendations and approves the allocation of funding to the trial courts.

## How the Court's budget is developed...

The Court begins its yearly budget development in January, after the Governor issues the proposed State budget. The Financial Planning Office makes an initial estimate of available funding, which is based on the amount of fund balance (or reserves<sup>9</sup>) expected at the end of the current fiscal year plus funding that the Court expects to receive. FPO then prepares expenditure targets and works closely with the Presiding Judge, Assistant Presiding Judge, senior managers, cost center managers, and project managers to prepare detailed spending plans that align with the Court's priorities. Proposed budgets are consolidated for review and approval first by the Court's Executive Team and then by the Presiding Judge. Once the State budget is

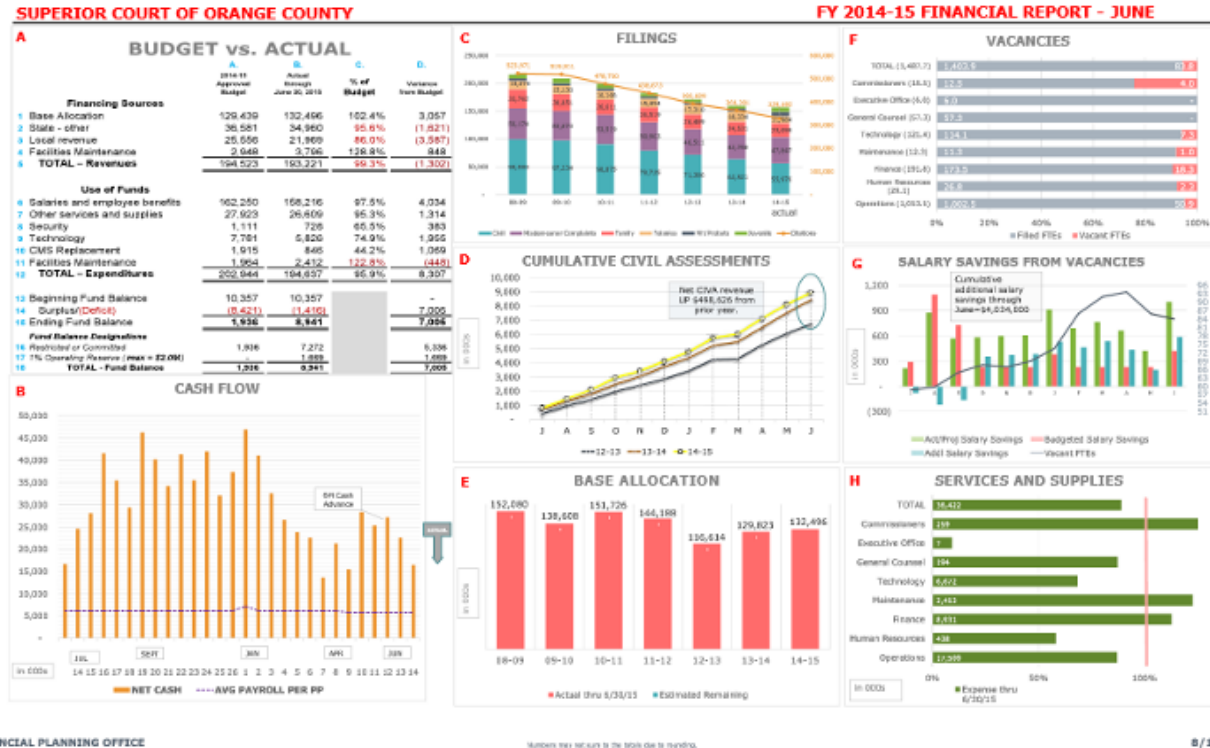


finalized and the trial court funding allocations have been approved by the Judicial Council, the Court's budget is reviewed by the Court's Finance and Executive Committees to make recommendations to the Presiding Judge. The Presiding Judge approves the final budget for the fiscal year. FPO then prepares and submits the required Judicial Council documents and publishes the Court's approved budget.

<sup>9</sup> The terms "fund balance" and "reserves" are used interchangeably throughout the document to refer to unspent funding that is carried forward from one fiscal year to the next.

## How we monitor our budget...

FPO prepares revenue, expenditure, and cash flow projections on a monthly basis. This information is presented in a dashboard summary as shown below.



The Presiding Judge and executive team use the dashboard to quickly and easily assess the Court's financial standing at any given time throughout the year. Areas that are examined include, but are not limited to:

- Revenues and expenditures
- Cash flow
- Court filing statistics
- Vacancies
- Salary savings

FPO and the executive team meet quarterly with the Presiding Judge and Assistant Presiding Judge to discuss and plan for unanticipated events. As necessary, recommendations are made to the Presiding Judge to either reduce or cancel certain expenses, or add or accelerate large purchases or projects. The final decisions of the Presiding Judge are then communicated to cost center managers.

# The Court's Budget Challenges

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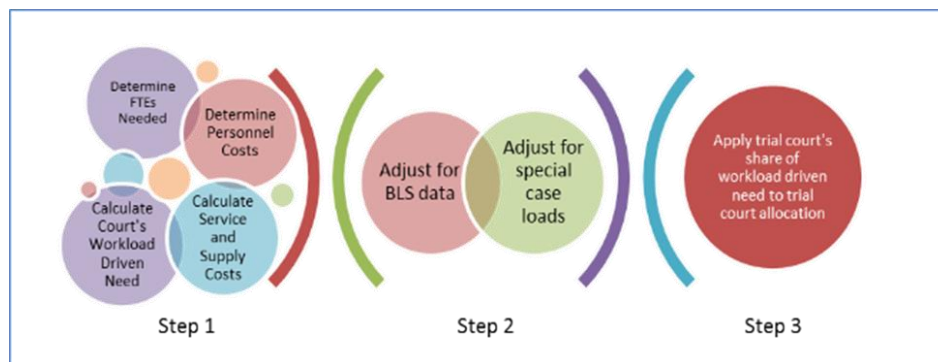
Despite the resourcefulness of the Court's judges, commissioners, and staff, there is a limit on what can be achieved without sufficient funding.

## What impacts our budget?

Many factors play a significant role affecting the Court's operation and budget. The following are the major factors shaping the Court's way of conducting day-to-day business and impacting the way the Court operates in the future.

## Workload-based Allocation and Funding Methodology (WAFM)

Each trial court's share of base allocation funding is based on its workload relative to other courts' workload throughout the State. The workload is measured by case filings<sup>10</sup> over a rolling three-year period, which forms the basis of the calculation to determine each court's share of the total State allocation for trial court operations. The chart below illustrates how each court's percentage share of workload driven need is calculated.

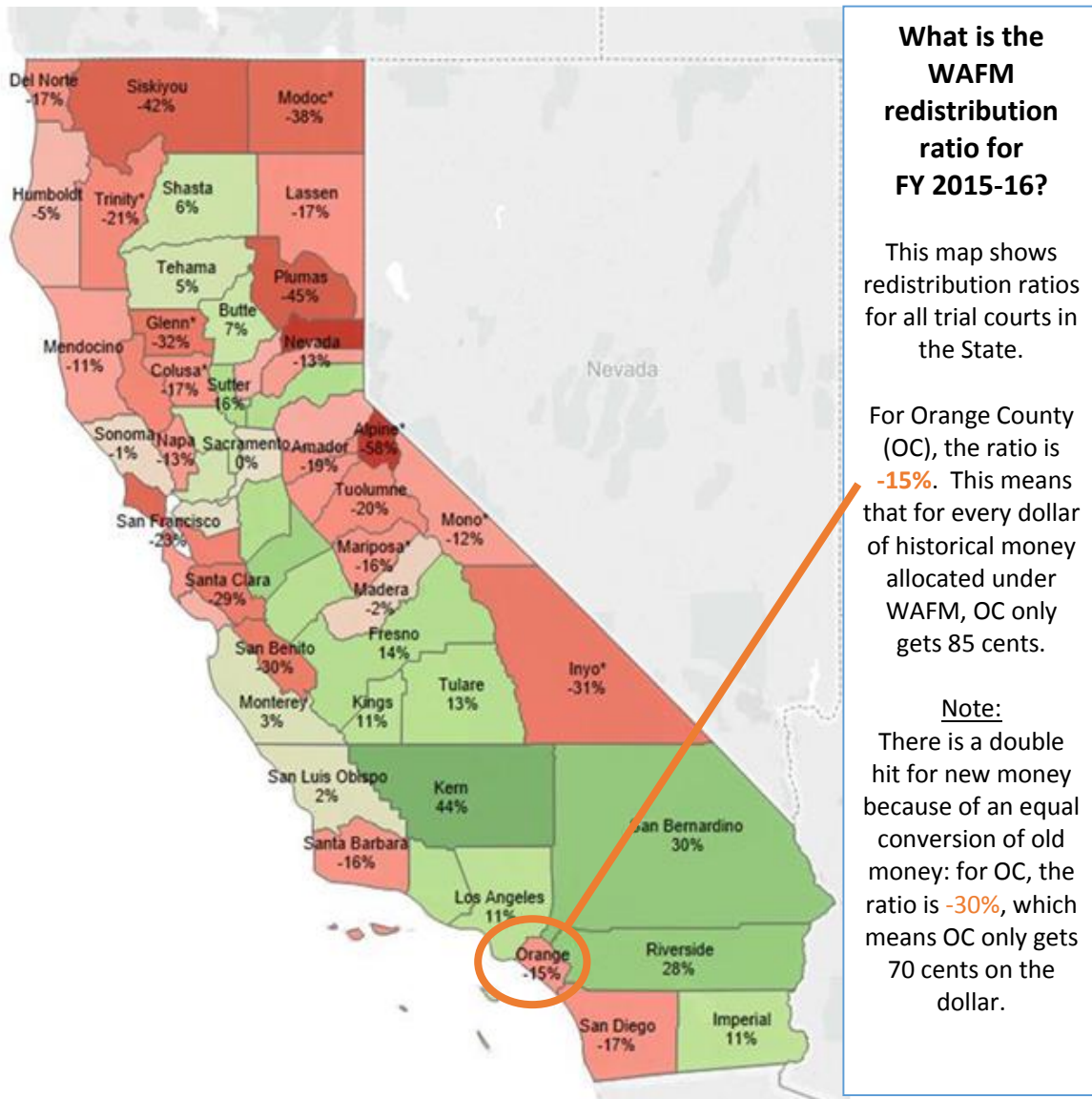


WAFM is being implemented in a phased-in approach that gradually increases the proportion of the total appropriation allocated for trial courts according to the percentages given below. In addition, any 'new' money appropriated each year would be allocated entirely using the Court's WAFM share, matched by a reallocation of an equal amount of historical funding.

- FY 2013-14 - 10% new share/ 90% historical share
- FY 2014-15 - 15% new share / 85% historical share
- **FY 2015-16 - 30% new share / 70% historical share**
- FY 2016-17 - 40% new share / 60% historical share
- FY 2017-18 - 50% new share / 50% historical share

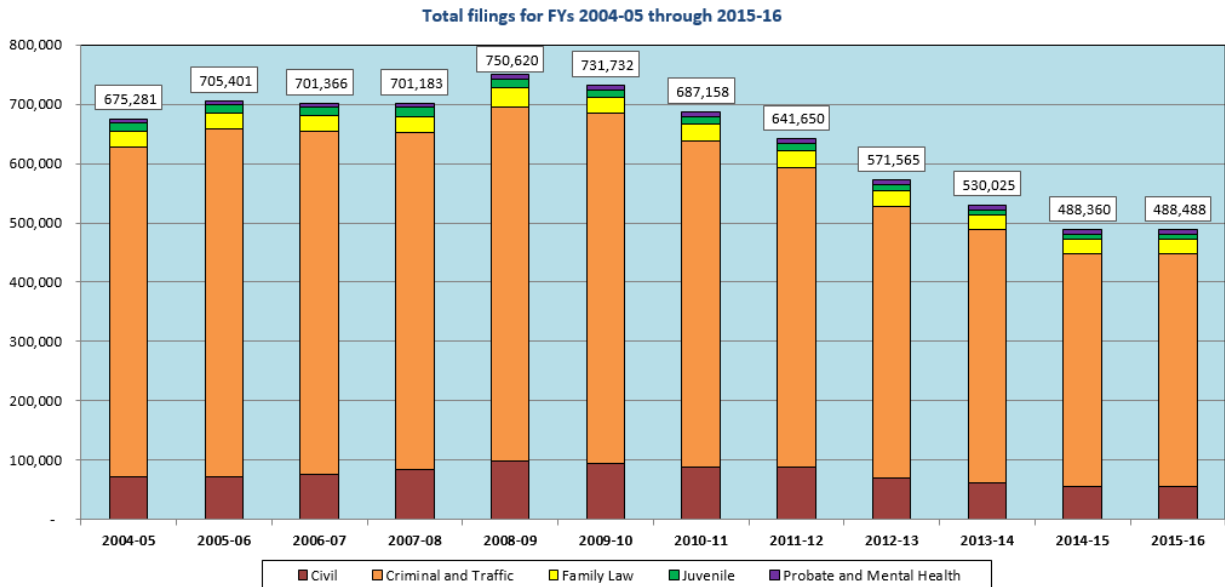
<sup>10</sup> For a detailed description of the WAFM calculation and case weights, please see page 258.

For FY 2015-16, the new share of base funding for Orange County is 7.28% and the historical share is 8.54%. The reallocation is necessary in order to address historical disparities in each trial court's level of base funding. Once reallocation is fully implemented, all trial courts should be funded at the same level. Since the total statewide appropriation has been less than the total WAFM estimated need, this level of funding is significantly less than 100%. Currently, the total statewide level of funding is 71.6%, while the Court's level is 78.5%. Without new funding, eventually the Court's funding share will need to go down to 71.6% so that other courts may go up to 71.6%. A shortfall accumulates each year that the actual appropriation is less than the estimated need. For the Court, the cumulative loss attributable to WAFM is projected to be more than \$13 million over the next several years.



## Filing trends

During FY 2014-15, there were 488,782 cases filed in the Court, a decrease of 8% compared to total filings from FY 2013-14. Similar to the last few years, this downward trend is largely attributable to a decrease in the number of criminal and traffic case filings. The following table provides a summary of the number of cases filed each year from FY 2004-05 through FY 2014-15. Projections for FY 2015-16 are also provided.



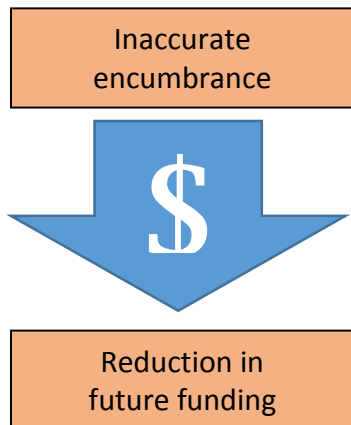
Court filings form the basis of the WAFM calculation, and fluctuations significantly impact trial court revenues and expenditures. Factors that affect case filings are beyond the Court's control. Yet, per WAFM, the Court's funding is based on the number and types of cases filed during a rolling three-year period. Unpredictability in funding from year to year makes it a great challenge for the Court to undertake long term planning.

## Fund balance limitations

The 1% reserve restriction policy continues to be a roadblock in the Court's efforts to plan for the future and improve services to the public. Under this restriction, the Court cannot carry forward unspent funds from the previous fiscal year that go over 1% of that year's actual expenditures. For the Court, the amount of the 1% reserve covers approximately 3 days of payroll. This lack of reserve creates cash flow challenges, especially near the end of the fiscal year.



In the past, the use of accumulated reserves allowed the Court to minimize the impact of the State's unprecedented cuts to the trial courts during the Great Recession. The Court was able to retain staff and avoid mass layoffs, keep courtrooms open, replace the antiquated family law and juvenile case management system (CMS), improve its technology infrastructure, and reduce its document destruction backlog. Now that reserves from prior years have been exhausted, very little remains for new large projects, in particular the replacement of the California Case Management System (CCMS) V3 for civil, mental health, and probate cases, a system that will no longer be funded or supported by the Judicial Council.



Within the 1% reserve restriction policy, funding for specific encumbrances<sup>11</sup> are allowed to be carried over. Per the Judicial Council's encumbrance policy, encumbrances must be used within the two subsequent fiscal years and for the specific purpose for which they were encumbered. If either condition is not met, then the difference between the encumbrance carry over amount and the actual expenditure against the encumbrance will be subtracted one-time from the Court's base allocation. This means that the Court must be even more careful in its project scheduling and planning in order to avoid future loss of funds.

## Benefits funding reimbursement delay

Per the 2013 Budget Act, the Court now receives employee benefit funding one year in arrears. This typically means that the Court must first incur the expense and then receive reimbursement one year later. The delay in funding has a direct impact to cash flow and court operations.

Examples:

- If benefit costs *increase* by \$3 million in one year, the Court will have to use \$3 million from the current year budget and then wait to get reimbursed in the following year.
- If benefit costs *decrease* by a total of \$2 million in one year, the Court's funding in the following year will be reduced by \$2 million.

<sup>11</sup> Encumbrances are committed but not expensed. The funds are, in effect, set aside to purchase specific goods and/or services from a specific vendor based on contractual obligations.



## Aging facilities

The Court's main courthouse is the second most decrepit courthouse in the State. Occupied since 1968, the building's infrastructure is falling apart. There were seven major leaks in the last two years. Several HVAC (heating, ventilation and air conditioning) systems, electrical and plumbing, and the sewage outflow lines still need to be replaced.



Also, the State Fire Marshall has indicated that the Fire, Life Safety System (alarms, sprinklers, etc.) do not meet state code. But before any upgrades can be done, asbestos abatement must be completed in the ceiling areas of the first three floors. Unfortunately, there is insufficient funding to complete all the necessary repairs to the courthouse that serves thousands of people every day.

## Legislative impacts

Actions by the Legislative Branch through the passage of court-related legislation can greatly impact the trial courts. Although not all bills become law, some may be revised and reintroduced at a later date. Therefore, it is important for the Court to be aware of all court-related legislative actions, and be proactive in tracking their status and changes as well as commenting on the impacts of proposed legislation.

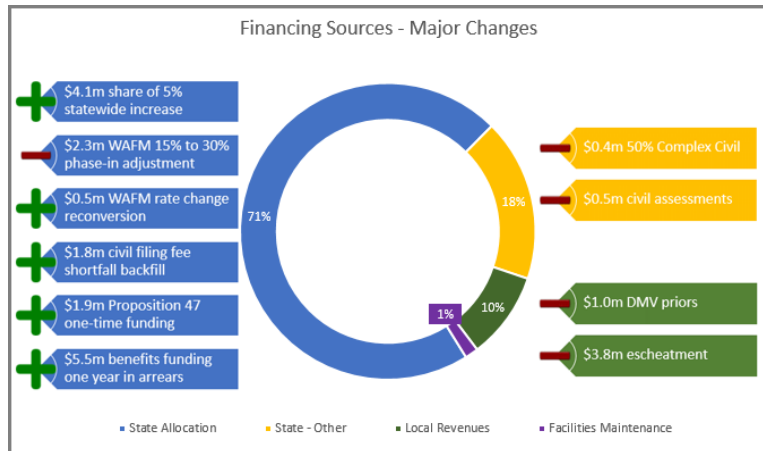


# FY 2015-16 Approved Budget

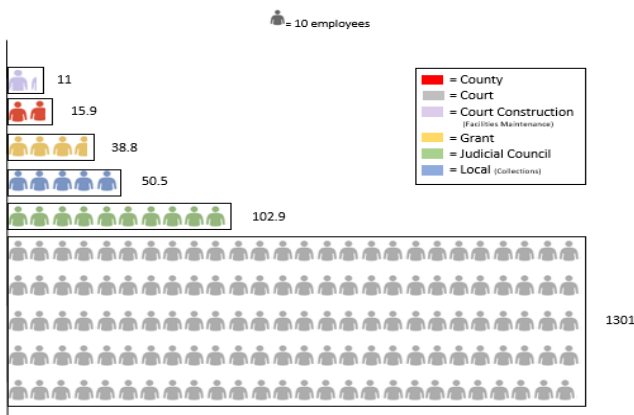
## Where our funding comes from...

State Base Allocation	143,274,302
State - Other	35,651,005
Local Revenue	19,080,138
Facilities Maintenance	2,895,757
<b>TOTAL REVENUES</b>	<b>200,901,202</b>

The Court's FY 2015-16 revenue budget totals \$200.9 million. The **State Base Allocation** is 71% of the total revenue budget. The FY 2015-16 State Base Allocation increases due to 'new' money at the State level, one-time funding for Proposition 47<sup>12</sup>, backfill of a revenue shortfall, and some restoration of prior year benefit funding. **State-Other**<sup>13</sup> revenue is 18% of the revenue budget. The balance of funding (11% of the budget) is mostly **Local Revenues**<sup>14</sup>, which includes county reimbursements and cost recovery for the Court's enhanced collections program.



FY 2015-16 Court Staff by Funding Source



Approximately 90% of the Court's budget is used for people costs—both Court and contracted staff. Most of the Court staff costs are paid using trial court operations funds. The rest are covered by reimbursements from the Judicial Council<sup>15</sup>, local collections funds, grant programs, the County of Orange, and facilities maintenance funding from the Judicial Council.

<sup>12</sup> Proposition 47 was passed and implemented in November 2014. This new law reclassified many drug possession and theft offenses from felonies to misdemeanors and allowed for the retroactive re-sentencing of offenders.

<sup>13</sup> State Other Revenue includes interpreter, dependency counsel, civil assessment, and children's waiting rooms.

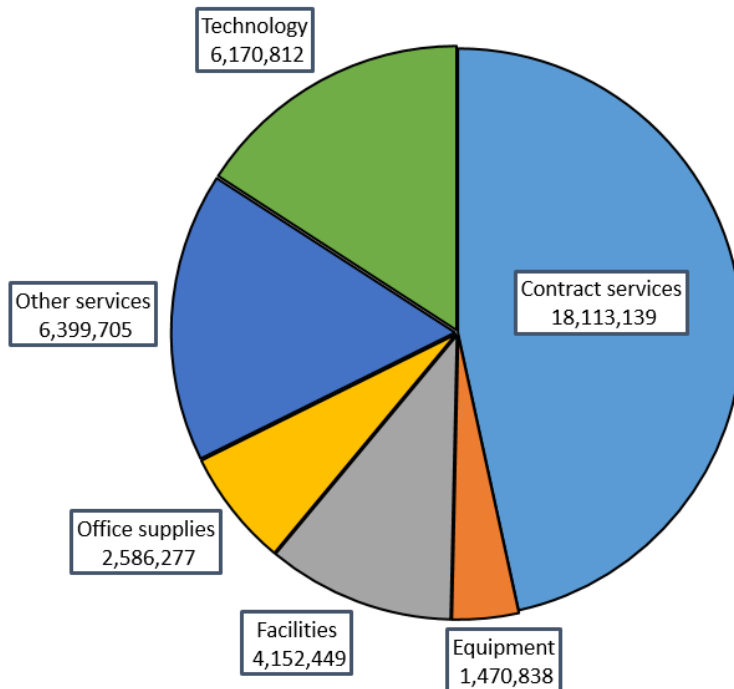
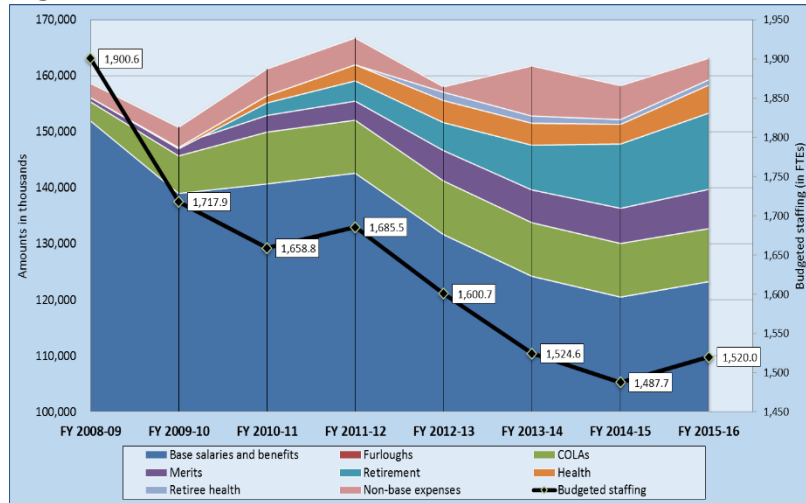
<sup>14</sup> Local Revenue includes cost recovery for enhanced collections, non-Judicial Council grants, and reimbursements for County-funded programs.

<sup>15</sup> Judicial Council funded positions include interpreters, commissioners, and courtroom attendants.

## How we will use the funds?

Salaries and Benefits	163,138,364
Services and Supplies	38,893,220
<b>TOTAL EXPENDITURES</b>	<b>202,031,584</b>

**Salaries and benefits**, which are 81% of budgeted expenditures, are allocated to pay the cost of the Court's regular, limited term, and extra help employees as well as benefit costs for judges, commissioners and employees. This chart shows that despite a 20% staffing reduction (380.6 FTEs) since FY 2008-09 salaries and benefit expenditures have remained relatively flat, mostly due to increases in retirement contribution rates and health benefit costs.



**Services and supplies**, which make up 19% of the budget, include items such as contracts for services, equipment, facilities maintenance, office supplies, other services, and technology hardware and software. Contract services, which make up nearly 50% of the services and supplies budget (or about 9% of the total expenditure budget), are people-driven costs and include items such as contract interpreters, per diem court reporters, court-appointed counsel, and services provided by the County.

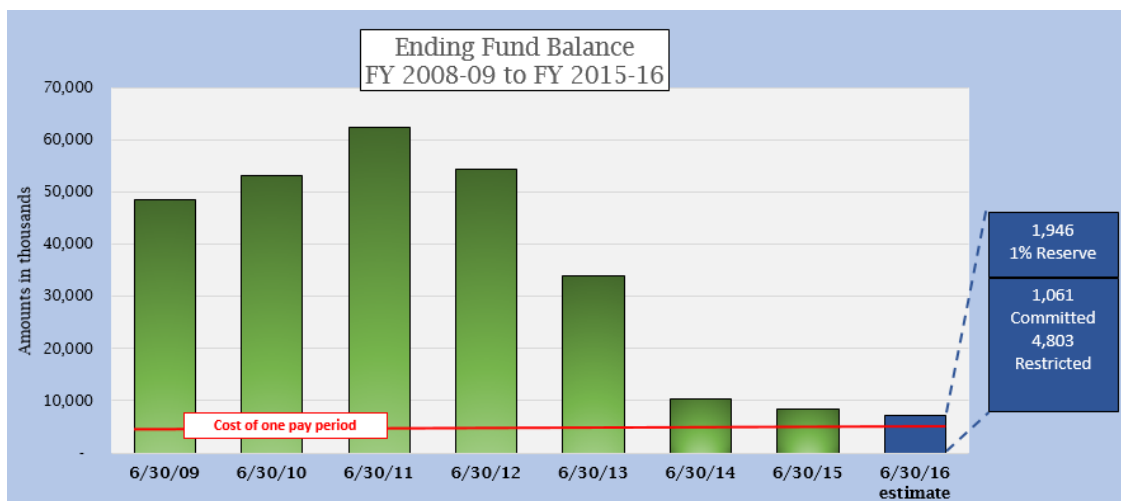
## How much will we have left?

Fund Balance, as of July 1, 2015	8,941,150
FY 2015-16 Budget Surplus/(Deficit)	(1,130,382)
Fund Balance, as of June 30, 2016	<u>7,810,768</u>

The amount of unspent funds (or fund balance) that can be carried over between fiscal years is limited to 1% of prior year operating expenditures. In addition, courts can carry forward certain committed and special revenue funds. The estimated fund balance on June 30, 2016 will be just over \$7.8 million, most of which is restricted and can only be spent on specific uses as defined by statute.

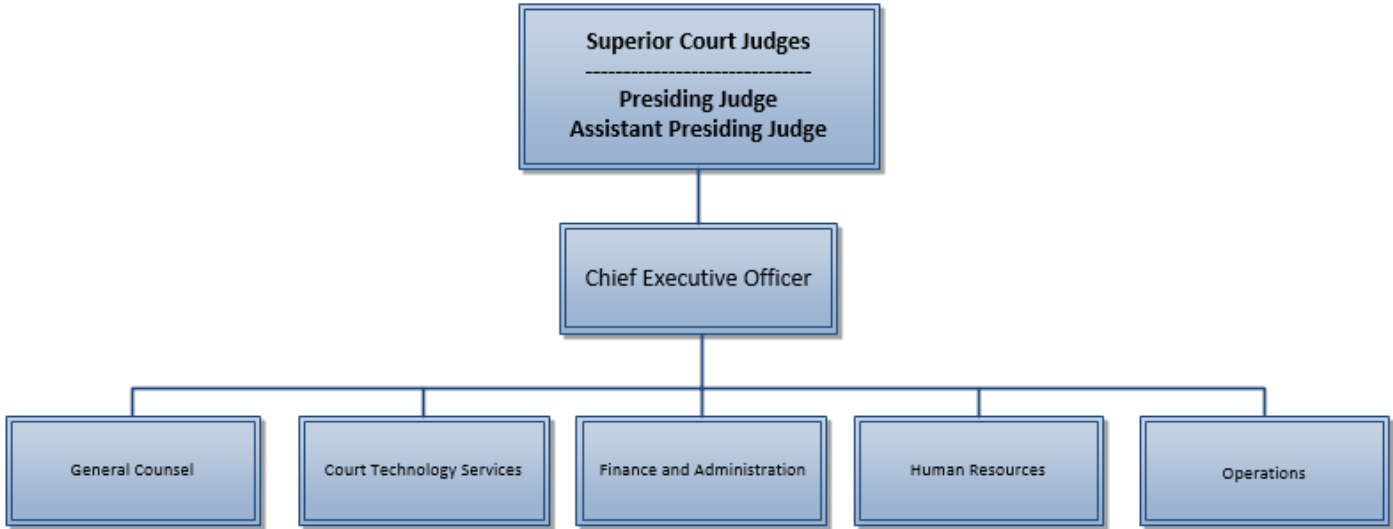
Estimated Fund Balance as of June 30, 2016				7,810,768
Description	Fund Type	Classification	Amount	
1% of Prior Year Operating Budget	General Fund - non TCTF	Assigned	1,881,779	
1% of Prior Year Operating Budget	General Fund - TCTF	Assigned	64,592	
Facilities Maintenance	Special Revenue Non-Grant	Committed	135,175	
Reserve for Encumbrances	General Fund - non TCTF	Committed	925,807	
Collaborative Courts Donation Fund	Special Revenue Non-Grant	Restricted - Externally Imposed	13,840	
Children's Waiting Room	Special Revenue Non-Grant	Restricted - Statutory	1,027,568	
Micrographics Prior to 2006	Special Revenue Non-Grant	Restricted - Statutory	23,581	
Replacement of 2% Automation Fund	Special Revenue Non-Grant	Restricted - Statutory	3,736,662	
Small Claims Advisory	Special Revenue Non-Grant	Restricted - Statutory	1,764	
<b>Total Estimated Fund Balance to be Retained by the Court as of June 30, 2016</b>			<b>7,810,768</b>	
<b>Total Estimated Fund Balance Available to be Reclaimed by the State as of June 30, 2016</b>			<b>-</b>	

The next chart shows the annual ending June 30 fund balance since FY 2008-09, which was the first year of the Great Recession. Even though the Court continued to manage its resources conservatively, the large decreases in ending fund balance in both FY 2012-13 and FY 2013-14 were aligned with significant revenue reductions and were planned based on the 1% fund balance limitation that went into effect in FY 2013-14. The expected fund balance on June 30, 2016 will barely be sufficient to cover the cash required for one payroll cycle (two weeks).



# **BUDGET DETAILS**

# SUPERIOR COURT OF CALIFORNIA, COUNTY OF ORANGE



## FY 2015-16 Approved Budget

Financing Sources		Expenditures	
Revenue and reimbursements	200,901,202	Salaries and benefits	163,138,364
Use of Reserves	1,130,382	Services and supplies	38,893,220
<b>TOTAL FINANCING SOURCES</b>	<b><u>202,031,584</u></b>	<b>TOTAL EXPENDITURES</b>	<b><u>202,031,584</u></b>

### Expenditure Trends

	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 APPROVED
Salaries and benefits	166,698,754	159,365,727	161,693,739	158,215,750	163,138,364
Services and supplies	40,688,586	34,957,368	47,918,412	36,421,303	38,893,220
<b>TOTAL EXPENDITURES</b>	<b><u>207,387,340</u></b>	<b><u>194,323,095</u></b>	<b><u>209,612,151</u></b>	<b><u>194,637,053</u></b>	<b><u>202,031,584</u></b>

### Staffing Trends

	FY 2011-12 Budget	FY 2012-13 Budget	FY 2013-14 Budget	FY 2014-15 Budget	FY 2015-16 APPROVED
<b>AUTHORIZED POSITIONS *</b>	<b><u>1,720</u></b>	<b><u>1,645</u></b>	<b><u>1,552</u></b>	<b><u>1,532</u></b>	<b><u>1,567</u></b>
Superior Court Commissioners	22.0	20.1	17.3	17.0	13.1
Other Court staff	1,663.5	1,580.6	1,507.3	1,470.8	1,506.9
<b>BUDGETED STAFFING (FTEs)</b>	<b><u>1,685.5</u></b>	<b><u>1,600.7</u></b>	<b><u>1,524.6</u></b>	<b><u>1,487.8</u></b>	<b><u>1,520.0</u></b>

\* The authorized positions and FTEs detailed above do not include the number of authorized Superior Court Judges.

<b>SUPERIOR COURT JUDGES</b>	<b><u>119</u></b>	<b><u>122</u></b>	<b><u>124</u></b>	<b><u>124</u></b>	<b><u>124</u></b>
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# SUPERIOR COURT OF CALIFORNIA, COUNTY OF ORANGE

	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
<b>EXPENDITURE HISTORY BY DEPARTMENT</b>					
Department	Actual	Actual	Actual	Actual	BUDGET
Judicial Administration	6,854,676	6,159,799	5,908,302	5,793,563	4,731,160
Executive Office	449,758	517,405	582,754	491,293	540,046
General Counsel	10,464,993	10,118,530	10,264,468	10,976,890	11,063,669
Court Technology Services	23,521,713	22,553,423	29,406,576	23,102,822	25,670,282
Finance and Administration	27,810,648	27,886,067	37,057,474	31,280,650	26,554,698
Human Resources	3,635,754	3,700,543	3,918,138	3,781,909	4,384,064
Operations	134,649,797	123,387,328	122,474,439	119,209,925	129,087,665
<b>TOTAL</b>	<b>207,387,340</b>	<b>194,323,095</b>	<b>209,612,151</b>	<b>194,637,053</b>	<b>202,031,584</b>

	Auth.		Auth.		Auth.		Auth.		Auth.	
Department	Positions	FTEs	Positions	FTEs	Positions	FTEs	Positions	FTEs	Positions	FTEs
Judicial Administration	24	21.0	21	19.1	21	16.8	20	16.5	20	12.3
Executive Office	2	2.0	2	2.0	2	2.0	2	2.0	2	2.0
General Counsel	61	59.8	57	56.1	57	56.8	58	57.3	59	58.3
Court Technology Services	125	124.9	121	117.9	128	126.6	123	121.4	120	119.6
Finance and Administration	231	222.3	224	215.2	216	213.8	215	208.1	210	202.1
Human Resources	34	32.3	30	28.3	30	29.5	31	29.1	33	31.6
Operations	1,243	1,223.2	1,190	1,162.2	1,098	1,079.1	1,083	1,053.5	1,123	1,094.1
<b>TOTAL</b>	<b>1,720</b>	<b>1,685.5</b>	<b>1,645</b>	<b>1,600.7</b>	<b>1,552</b>	<b>1,524.6</b>	<b>1,532</b>	<b>1,487.8</b>	<b>1,567</b>	<b>1,520.0</b>

## REVENUE BY GENERAL LEDGER (GL) ACCOUNT

STATE (JUDICIAL COUNCIL) FUNDING		FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
		Actual	Actual	Actual	Actual	BUDGET
<b>Revenue</b>						
812110	TCTF-Program 45.10 - Operations	140,371,437	105,277,282	122,892,620	125,565,615	136,344,382
812140	TCTF-Program 45.10 - Small Claims-Service by Mail	19,407	18,391	17,693	19,260	18,000
812141	TCTF-Program 45.10 - Admin Charge Returned Check	4,731	3,327	2,238	3,413	5,000
812142	TCTF-Program 45.10 - Admin Charge Partial Payment	50	255	(5)	74	800
812143	TCTF-Program 45.10 - Fee Waiver To Indigent Party	-	25	-	90	-
812144	TCTF-Program 45.10 - Clerks Transcript on Appeal	92,742	324,673	60,951	391,876	250,000
812145	TCTF-Program 45.10 - Extra Court Reporter	775	-	-	-	-
812146	TCTF-Program 45.10 - Copy Preparation	562,109	576,412	596,472	596,925	590,000
812147	TCTF-Program 45.10 - Comparison of Paper	34	34	8	8	100
812148	TCTF-Program 45.10 - Manual Search of Records	23,807	26,581	26,738	34,993	30,000
812149	TCTF-Program 45.10 - Reimbursement of Other Costs	40,203	18,719	190,560	537,323	575,000
812150	TCTF-Program 45.10 - Estate Planning Document Search	-	-	-	-	-
812151	TCTF-Program 45.10 - Custody / Visitation-Mediation	35,941	30,900	30,413	30,767	33,000
812152	TCTF-Program 45.10 - Returned Check	40,395	23,109	17,553	18,705	25,000
812153	TCTF-Program 45.10 - Guardianship Investigation	70,424	84,519	85,324	73,679	85,000
812154	TCTF-Program 45.10 - Information Package for Conservators	7,136	7,031	5,192	4,986	6,000
812155	TCTF-Program 45.10 - Conservatorship Investigation	197,990	184,882	181,809	143,501	190,000
812156	TCTF-Program 45.10 - Annual Filing Fee	-	-	-	-	-
812157	TCTF-Program 45.10 - Children's Waiting Room	501,911	457,063	423,421	376,108	390,000
812158	TCTF-Program 45.10 - Custody / Visitation-Family Law Facilitators	23,963	20,602	20,275	20,512	22,000
812159	TCTF-Program 45.10 - Civil Assessments	6,650,301	6,738,682	8,443,382	8,941,832	8,500,000
812160	TCTF-Program 45.10 - Micrographics	294,476	268,657	248,772	221,139	235,000
812162	TCTF-Program 45.10 - Child Custody Evaluation	250,265	329,763	406,729	509,711	525,000
812163	TCTF-Program 45.10 - Court Appointed Counsel (CAC) For Child	-	631,471	93,706	142,121	120,000
812165	TCTF-Program 45.10 - Step Parent Adoption Investigation	66,185	59,403	45,879	62,211	60,000
812167	GC 77207.5 2% Automation Fund	-	923,880	923,880	923,880	923,880
812168	Court reporter fee for less than one hour	-	845,351	829,579	446,920	500,000
816110	Other State Receipts	46,338	34,846	27,937	29,215	35,000
816111	General Fund Revenue	4,740,437	11,336,980	6,929,920	6,929,920	6,929,920
<b>SUBTOTAL - State (Judicial Council) Revenue</b>		<b>154,041,056</b>	<b>128,222,818</b>	<b>142,501,046</b>	<b>146,024,784</b>	<b>156,393,082</b>
<b>Reimbursements</b>						
831010	General Fund - AB2030 Service Of Processing	75,240	70,455	72,660	67,055	85,000
832010	TCTF General MOJ Reimb. (Self Help & Asset Replacement)	983,532	383,452	383,452	383,452	383,452
832011	TCTF-Program 45.10 - Jury	739,707	730,161	804,549	772,798	780,000
832012	TCTF-Program 45.10 - CAC	7,562,069	7,705,505	6,113,460	5,745,751	6,418,278
832013	TCTF-Program 45.10 - Elder Abuse	51,443	46,295	47,492	40,373	50,000
833010	TCTF-Program 45.25 - Judges Compensation	1,083,976	1,077,458	1,104,299	1,041,130	1,026,000
834010	TCTF-Program 45.45 - Court Interpreter	7,739,207	8,078,256	8,496,352	8,961,731	9,200,000
835010	TCTF-Program 45.55 - Civil Coordination	50,925	31,534	18,977	79,506	69,663
836010	Modernization Fund	877,635	-	-	-	-
837010	Improvement Fund - Reimbursement	510,344	-	-	-	-
837011	Improvement & Modernization Fund	-	1,371,862	953,184	1,382,420	834,219
838010	AB1058 Grants	3,400,134	3,073,555	3,006,257	2,825,000	3,334,644
838020	Other Judicial Council Grants	197,641	141,684	146,225	131,509	350,969
<b>SUBTOTAL - State (Judicial Council) Reimbursement</b>		<b>23,271,852</b>	<b>22,710,217</b>	<b>21,146,907</b>	<b>21,430,725</b>	<b>22,532,225</b>
<b>TOTAL - STATE (JUDICIAL COUNCIL) FUNDING</b>		<b>177,312,908</b>	<b>150,933,035</b>	<b>163,647,953</b>	<b>167,455,509</b>	<b>178,925,307</b>



## REVENUE BY GENERAL LEDGER (GL) ACCOUNT

		FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
<b>LOCAL REVENUE AND REIMBURSEMENTS</b>						
<b>Revenue and Fees</b>						
821121	Arbitration Fees	3,900	1,650	900	1,050	1,500
821122	Fax Filing Fee	72	5	-	-	-
821123	Reporters Transcript On Appeal	140,563	121,043	160,329	195,059	150,000
821160	Pre-AB145	18	23	473	33	100
821162	FC3153 CAC - Child	-	-	-	-	-
821170	GC26840.3 Marriage License Conciliation	108,005	108,290	121,400	117,765	125,000
821172	GC68150H Public Access Civil Images/E-Filings	787,683	964,629	977,824	1,066,565	1,050,000
821180	PC1203.4 Change Of Plea	272,022	381,230	288,600	302,079	285,000
821181	PC1205D Installment Fee	2,274,486	2,056,168	1,931,261	1,882,091	1,850,000
821183	PC1463.22A Insurance Conviction	135,614	119,234	115,366	103,395	110,000
821190	VC11205M Traffic School	110,897	146,076	189,733	176,911	183,000
821191	VC40508.6 DMV History/Priors	791,452	1,688,108	1,203,493	1,036,907	-
821194	CRC10.500 Public Access	318	2,269	2,388	2,102	3,000
821201	Enhanced Collections (Civil Assessment)	1,413,095	1,321,735	1,404,859	1,544,211	1,684,571
821202	Enhanced Collections (Other)	3,417,269	2,955,176	2,928,549	2,918,607	3,167,244
822101	Forms and miscellaneous	17,355	19,015	22,109	-	-
822102	Postage	14,384	13,474	13,951	12,241	13,000
822103	Overage Fee < \$10	7,648	7,715	128,023	5,780	8,000
822104	Credit Card Recovery	660,862	648,992	619,807	610,321	600,000
823001	Miscellaneous Revenue	1,605,353	2,031,605	186,585	130,392	200,000
823003	Escheatment Revenue	-	-	-	3,821,079	-
823002	Escheatment Revenue	-	-	-	-	20,000
823010	Donations	-	-	-	-	1,500
823011	Judges' Voluntary Donation	-	-	-	-	-
<b>SUBTOTAL - Local Revenue and Fees</b>		<b>11,760,996</b>	<b>12,586,438</b>	<b>10,295,649</b>	<b>13,926,587</b>	<b>9,451,915</b>
<b>Reimbursements</b>						
839010	Non-Judicial Council Grants	79,319	29,005	80,316	53,443	24,872
841010	Small Claims Advisory	143,666	126,872	120,939	122,498	120,000
841012	Grand Jury	234,242	190,516	234,464	156,201	176,210
841015	Other County Services	8,560,356	7,087,994	6,948,724	6,187,436	7,945,051
861010	Civil Jury Reimbursement	400,330	365,123	308,430	356,166	245,000
861011	Reimbursements - Miscellaneous	586,862	2,084,682	3,920,540	4,419,350	3,487,847
861014	Convenience Fee Reimbursement	450,617	456,221	475,448	446,916	450,000
<b>SUBTOTAL - Local Reimbursements</b>		<b>10,455,391</b>	<b>10,340,411</b>	<b>12,088,860</b>	<b>11,742,011</b>	<b>12,448,980</b>
<b>TOTAL - LOCAL REVENUE AND REIMBURSEMENTS</b>		<b>22,216,387</b>	<b>22,926,849</b>	<b>22,384,509</b>	<b>25,668,598</b>	<b>21,900,895</b>
<b>INTEREST AND OTHER ADJUSTMENTS</b>						
825010	Interest	206,810	140,071	121,436	97,802	75,000
899910	Prior Year Adjustment	(423,401)	(70,967)	(83,493)	(1,276)	-
<b>TOTAL - INTEREST AND OTHER ADJUSTMENTS</b>		<b>(216,592)</b>	<b>69,103</b>	<b>37,943</b>	<b>96,526</b>	<b>75,000</b>
<b>TOTAL FINANCING SOURCES</b>		<b>199,312,703</b>	<b>173,928,987</b>	<b>186,070,405</b>	<b>193,220,634</b>	<b>200,901,202</b>

## EXPENDITURE BY GENERAL LEDGER (GL) ACCOUNT

		FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
<b>EXPENDITURE HISTORY BY GL ACCOUNT</b>						
GL Account No	GL Description	Actual	Actual	Actual	Actual	BUDGET
<b>Salaries and Benefits</b>						
900301	Salaries - permanent, non-judicial personnel	104,998,312	101,212,034	96,680,021	94,251,144	101,816,952
900320	Lump sum pay outs (vacation, sick leave cash outs)	1,276,013	1,158,415	993,369	903,764	400,000
900328	Other pay (on call, differentials, VSIP)	1,411,993	1,764,988	1,390,471	922,128	813,955
903301	Extra help	3,626,267	1,155,397	1,491,015	1,458,852	829,100
906303	Judicial officers - commissioners	3,232,759	2,963,025	2,665,976	2,417,324	2,047,747
906304	Judicial officers - referees and hearing officers	100,252	71,861	-	-	-
906311	Judicial officers - judges	1,077,919	1,070,376	1,085,998	1,036,223	1,008,060
908301	Overtime	426,943	376,626	5,351,638	2,800,889	1,773,511
910302	Medicare	1,489,877	1,417,468	1,427,150	1,362,483	1,529,372
910401	Dental insurance	219,779	259,003	253,010	242,965	225,769
910501	Health insurance	13,414,219	13,886,042	13,756,012	13,319,746	14,815,106
910503	Retiree health benefits	2,870,670	4,047,850	3,984,141	3,487,447	3,656,534
910604	Retirement - non-judicial staff	26,754,269	24,655,804	27,712,226	31,197,349	33,417,680
912301	Retirement - judicial officers	1,286,371	873,977	884,270	906,587	765,452
912501	Workers' compensation	1,301,616	1,284,104	1,204,763	1,185,950	1,637,389
913301	Unemployment insurance	311,514	283,627	-	-	-
913501	Life insurance	25,053	31,042	36,271	24,658	33,958
913502	Long-term disability (LTD) insurance	76,774	88,102	85,917	85,262	91,516
913503	Accidental death and disability (AD&D) insurance	4,697	4,368	4,209	4,066	4,803
913699	Other insurance (vision)	913,644	834,753	793,085	773,821	823,516
913701	Other judges' benefits	577,563	591,587	601,803	543,930	472,500
913802	Educational incentives (other than tuition reimb.)	25,560	26,338	22,569	24,917	25,000
913899	Other benefits (tuition reimb., OBP, parking)	1,276,691	1,308,941	1,269,826	1,266,243	1,296,368
914101	Salary savings (budget only)	-	-	-	-	(4,345,924)
End	<b>SUBTOTAL - Salaries and Benefits</b>	<b>166,698,754</b>	<b>159,365,727</b>	<b>161,693,739</b>	<b>158,215,750</b>	<b>163,138,364</b>
<b>Services and Supplies</b>						
920299	Laboratory expense	52,794	50,682	47,249	51,801	52,224
920301	Merchant fees	486,140	443,374	410,689	409,034	460,000
920302	Bank fees	16,961	17,372	17,733	17,060	16,200
920599	Dues and memberships	87,648	88,632	36,035	93,867	108,135
920609	Electronic recording supplies	617	-	-	-	31,500
920622	Copy paper	358,767	345,810	328,967	278,991	318,100
920699	Office expense	282,007	226,857	258,492	225,593	535,500
921599	Advertising expense	10,439	9,733	5,104	15,958	52,050
921702	Meals / food	20,118	8,563	7,352	7,564	12,550
921704	Special events / employee appreciation	-	17,661	17,892	19,745	25,220
922399	Library purchases and subscriptions	800,378	786,513	767,670	756,084	689,277
922603	Equipment - office furniture	48,725	21,640	34,465	153,322	109,543
922608	Equipment - weapons screening	-	-	-	429	-
922611	Equipment - computers	57,861	24,262	1,214,840	62,965	105,950
922612	Equipment - printers	41,678	-	250	1,219	2,000
922699	Equipment - under \$5,000	114,587	236,436	232,962	95,375	186,080
922799	Equipment - rents and leases	430,761	379,655	382,801	356,335	364,096
922899	Equipment - maintenance and repairs	181,085	186,215	106,574	155,935	261,413
923999	General expense - service	35,922	61,976	71,984	71,689	161,012
924599	Printing	510,186	449,495	393,046	304,774	378,068
925101	Telecommunications	1,181,984	1,286,601	1,549,496	1,733,663	1,967,975
925103	Cell phones/pagers	34,628	29,287	16,238	13,437	16,160
926199	Postage	957,242	894,299	932,065	744,913	1,006,500
928801	Insurance	49,966	56,403	62,534	57,770	59,933
929210	Private car mileage	104,707	97,210	142,241	97,751	107,671
929299	Travel - in-state	60,741	50,132	54,873	60,736	170,391
931101	Travel - out-of-state	9,244	16,424	23,868	12,969	-
933101	Tuition and registration fees	241,594	289,753	360,791	220,787	147,797
933102	Tuition reimbursement	-	-	-	55,122	80,000
934510	Courtroom security - Sheriff-provided	279,212	384,865	307,925	249,242	338,175
934512	Alarm service	11,015	49,060	97,900	8,662	98,500
934599	Sheriff command staff	946,591	920,687	1,081,844	470,175	-
935202	Rent - non-State owned	1,141,189	1,091,344	961,236	788,729	837,843
935301	Janitorial - services	578,800	580,683	592,386	652,264	747,817
935303	Janitorial - cleaning supplies	272,989	260,458	293,959	262,831	319,500
935499	Maintenance and supplies	94,598	1,160,578	3,499,414	2,633,987	1,738,614
935599	Grounds	-	-	77,594	91,195	72,000
935699	Alteration expenses	103,643	5,555	18,749	10,199	-
938201	Consulting services - temporary help	125,557	27,226	100,932	113,413	38,912
938401	General consultant and professional services	3,272,031	2,046,047	1,616,574	1,642,407	2,982,996
938404	Administrative services contracts	829,757	92,280	91,788	312,660	117,853
938405	Auditing service	-	62,584	(0)	-	-

## EXPENDITURE BY GENERAL LEDGER (GL) ACCOUNT

	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
938502	Court interpreter - travel	-	399	-	3,011
938503	Court interpreter - registered	62,123	77,338	35,090	66,595
938504	Court interpreter - certified	1,064,882	793,366	822,946	928,737
938505	Court interpreter - non-registered	86,522	50,591	56,210	65,884
938506	Court interpreter - non-certified	317,556	120,315	125,906	111,665
938507	Court interpreter - American sign language	144,953	145,747	152,765	155,446
938509	Court interpreter - mileage	32,426	27,070	31,231	55,530
938512	Court interpreter - document translation	1,848	698	5,719	762
938514	Court interpreter - language line - non court	-	-	-	1,348
938601	Court reporter services	242,497	221,953	624,558	819,881
938701	Court transcripts	1,360,612	1,255,886	1,456,930	1,295,899
938711	Electronic recording transcripts	109,076	76,487	77,164	123,854
938801	CAC - dependency (children)	2,851,842	2,647,327	2,116,176	2,028,810
938802	CAC - dependency (parents)	5,375,810	3,930,681	3,997,284	3,716,941
938899	CAC - criminal	4,161,741	2,829,491	2,572,528	2,222,194
938901	Investigative services	363,613	320,062	232,511	230,594
939002	Psychiatric evaluations	282,292	231,967	247,424	199,355
939003	Court-ordered professional services	153,426	98,363	58,877	10,400
939009	Expert witness	18,250	9,850	31,133	3,789
939014	Expert witness - forensic	156,764	174,295	98,861	92,925
939018	Mental health hearing officer	52,038	53,828	73,865	79,352
939102	Civil arbitration fee	4,050	1,800	1,050	750
939299	Collection services	517,313	471,529	239,634	351,219
939401	Legal services	34,491	12,114	37,043	20,560
939402	Labor negotiations	-	30,632	28,367	27,059
939412	CAC - delinquency	1,022,295	1,023,287	790,600	770,288
939413	CAC - family law	315,614	242,093	336,402	352,961
939414	CAC - probate	2,713	39,854	6,173	32,555
939420	Small claims advisory service	155,000	130,000	130,000	115,714
939701	Banking and investment services	9,730	9,879	6,281	886
941101	Sheriff - reimbursement - AB 2030 / AB 2695	75,310	70,455	72,730	67,090
942901	County-provided services	382,109	802,591	3,478,794	1,280,772
943201	IT - maintenance, repairs, and supplies	746,946	628,672	1,091,142	692,462
943301	IT - commercial contracts	2,524,298	1,325,465	1,125,219	1,223,390
943502	IT - software and license fees	2,048,202	2,190,618	5,266,737	2,678,759
945203	Major equipment - furniture	27,926	-	-	5,622
945204	Major equipment - weapons screening	-	-	-	5,533
945301	Major equipment - non-IT	247,638	156,448	80,408	56,103
946601	Major equipment - IT	597,358	797,631	1,760,946	304,453
952002	Uniforms	1,108	1,823	-	-
952099	Uniform allowance	-	-	1,980	1,034
952499	Vehicle operations	28,060	17,670	23,343	20,320
952599	Cash differences	1,246	2,460	1,969	1,898
965101	Jury fees	796,005	783,330	808,905	817,708
965102	Jury mileage	259,317	252,928	254,540	249,243
965110	Jury parking and public transportation	27,686	30,669	26,671	25,267
971001	Penalties	-	-	-	1,212
971002	Interest expense	193,573	136,186	-	-
972100	Judgments, settlements, and claims	168	5,347	87,530	500
971101	OPEB Expense	-	-	1,200,000	2,000,000
992001	Departmental indirect allocations	-	0	(82,829)	-
999910	Prior year expense adjustments	-	(28,177)	2,111,088	(205,678)
End	<b>SUBTOTAL - Services and Supplies</b>	<b>40,688,586</b>	<b>34,957,368</b>	<b>47,918,412</b>	<b>36,421,303</b>
	<b>TOTAL EXPENDITURES</b>	<b>207,387,340</b>	<b>194,323,095</b>	<b>209,612,151</b>	<b>202,031,584</b>

## EXPENDITURES BY PECT

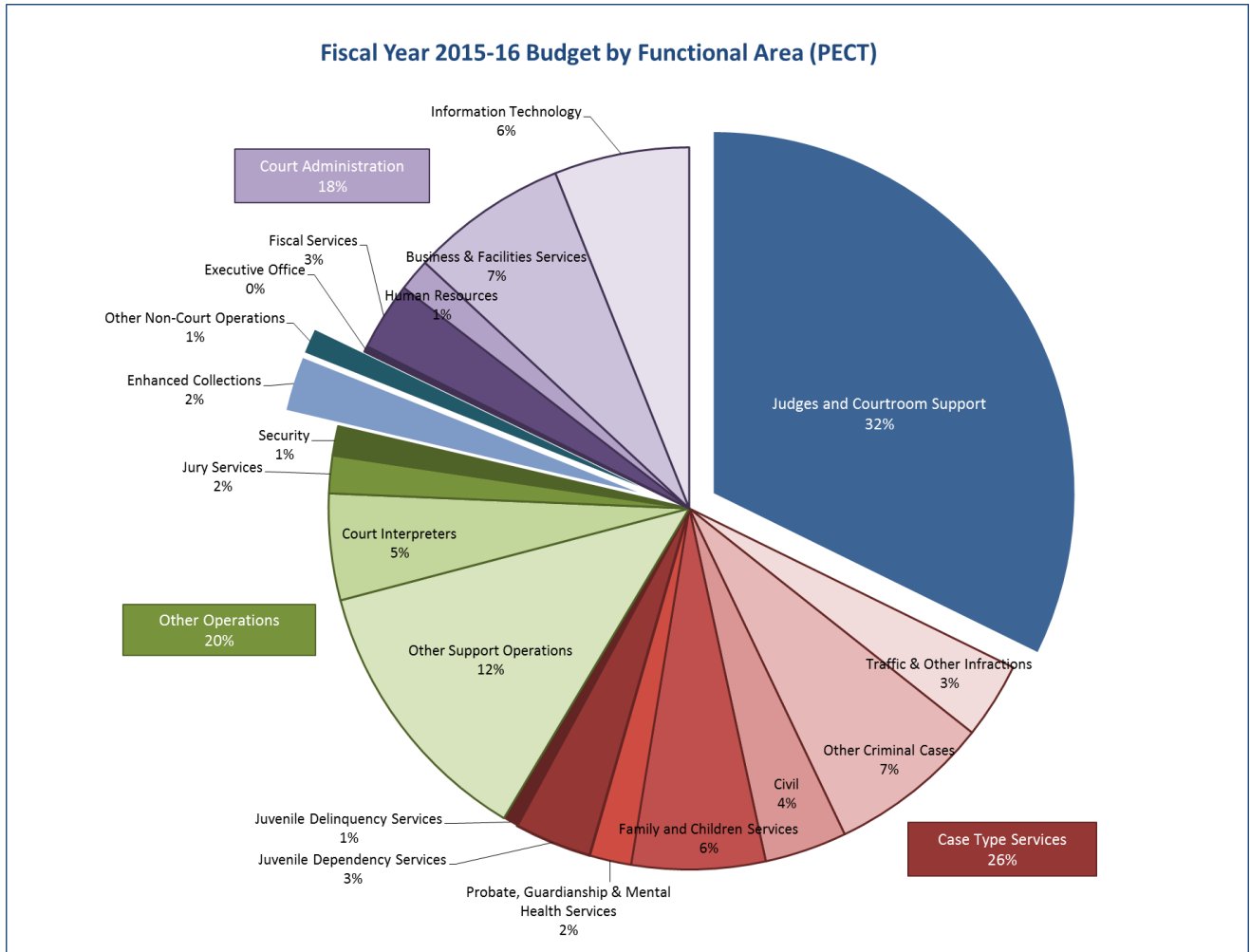
The Court is required to prepare and submit its expense budget by major categories referred to as “PECT” (Program, Element, Component, Task). By classifying expenses by PECT, the Court is able to provide the Judicial Council and the State with information about expenditures by case type and by functional type (administrative vs. operational costs). PECT data is used as the basis for calculating the Court’s Indirect Cost Rate Proposal (ICRP), which becomes the official Indirect Cost Rate (ICR) once approved by the Judicial Council.

There are three major PECT categories: (1) court operation costs (referred to as “program 10” costs); (2) non-court operation costs (“program 20” costs); and (3) court administration costs (“program 90” costs). Each PECT has a four-digit number that either begins with a 1, 2, or 9, thus the reason for the three roll-up categories. The Workload-based Allocation and Funding Methodology (WAFM) that was approved by the Judicial Council in 2012 estimates Program 10 salary costs (which are court operational costs, including staff) based on filing data and uses the Court’s Schedule 7A to determine a benefit compliment. Program 90 staff costs (which are court administrative costs such as Human Resources, Finance, Facilities, and Technology) are estimated using ratios based upon averages taken from the Schedule7A.

**Fiscal Year 2015-16 Budget by Functional Area (PECT)**  
(whole numbers)

Functional Area	Description	General TCTF	General Non-TCTF	Special Revenue Non-Grant	Special Revenue Grant	Total
1100	Judges and Courtroom Support	62,895,257	-	-	2,266,692	65,161,949
1211	Traffic & Other Infractions	6,771,209	-	110,000	-	6,881,209
1212	Other Criminal Cases	10,267,727	-	4,045,834	330,969	14,644,530
1220	Civil	7,319,986	-	130,000	-	7,449,986
1231	Family and Children Services	10,820,730	-	458,000	814,806	12,093,536
1232	Probate, Guardianship & Mental Health Services	3,764,925	-	20,000	-	3,784,925
1233	Juvenile Dependency Services	6,957,682	-	49,365	-	7,007,047
1234	Juvenile Delinquency Services	340,982	-	1,006,082	-	1,347,064
1310	Other Support Operations	24,167,631	-	672,000	37,620	24,877,251
1320	Court Interpreters	9,485,773	-	-	136,285	9,622,058
1330	Jury Services	3,125,576	280,000	-	-	3,405,576
1340	Security	2,304,922	-	-	338,175	2,643,097
2110	Enhanced Collections	1,500	-	4,851,815	-	4,853,315
2120	Other Non-Court Operations	-	-	2,191,980	-	2,191,980
9100	Executive Office	540,046	-	-	-	540,046
9200	Fiscal Services	6,172,161	-	-	-	6,172,161
9300	Human Resources	2,860,032	-	50,000	4,872	2,914,904
9400	Business & Facilities Services	11,319,113	-	2,895,757	-	14,214,870
9500	Information Technology	12,226,080	-	-	-	12,226,080
<b>Total</b>		<b>181,341,332</b>	<b>280,000</b>	<b>16,480,833</b>	<b>3,929,419</b>	<b>202,031,584</b>

As noted in the following chart, roughly 58% of the total budget by PECT is courtroom or case type services, with another 20% budgeted for other operations (such as jury services and interpreters). Court administration PECTs are budgeted at 18% of the total PECT budget. In comparison, the Court's FY 2014-15 approved indirect cost rate, which has a two-year carry forward adjustment, was 18.05% (in-line with the FY 2015-16 budget by PECT). Other non-court operations and enhanced collections account for over 3% of the total PECT budget.



## STAFFING HISTORY BY CLASSIFICATION

Classification	FY 2011-12		FY 2012-13		FY 2013-14		FY 2014-15		FY 2015-16	
	Authorized Positions	FTEs	Authorized Positions	FTEs	Authorized Positions	FTEs	Authorized Positions	FTEs	Authorized Positions	FTEs
A/E Project Manager	1	1.0	-	-	-	-	-	-	-	-
Accountant/Auditor II	6	6.0	6	6.0	6	6.0	6	6.0	6	6.0
Accounting Office Supervisor	7	7.0	5	4.7	6	6.0	5	5.0	5	5.0
Accounting Specialist	35	32.3	28	25.3	22	21.5	22	21.3	19	18.5
Administrative Analyst I	1	1.0	2	2.0	2	2.0	3	3.0	9	9.0
Administrative Analyst II	20	20.0	16	16.0	16	16.0	16	14.8	10	10.0
Administrative Assistant I	4	4.0	2	2.0	1	1.0	1	1.0	1	1.0
Administrative Assistant II	18	16.0	14	14.0	11	11.0	11	11.0	10	9.8
Applications Developer I	3	3.0	2	1.6	2	1.6	2	1.6	2	1.6
Applications Developer II	14	14.0	13	13.0	13	13.0	14	14.0	14	14.0
Applications Developer III	11	11.0	14	14.0	13	13.0	13	13.0	11	11.0
Assistant General Counsel	-	-	-	-	-	-	-	-	2	2.0
Associate Human Resources Analyst	-	-	-	-	3	3.0	3	2.8	2	2.0
Associate Research Attorney	4	4.0	3	3.0	-	-	-	-	-	-
Attorney/Assistant Facilitator	7	7.0	7	7.0	8	8.0	10	9.4	10	10.0
Building Maintenance Engineer	-	-	1	0.8	1	1.0	1	1.0	1	1.0
Business Systems Analyst I	11	11.0	10	10.0	10	10.0	8	8.0	7	7.0
Business Systems Analyst II	4	4.0	6	6.0	8	8.0	9	9.0	10	10.0
Business Systems Analyst III	1	1.0	2	2.0	2	2.0	2	2.0	2	2.0
Collaborative Court Coordinator	6	6.0	6	6.0	6	6.0	6	6.0	6	6.0
Court Administrator	3	3.0	3	3.0	3	3.0	4	3.8	3	3.0
Court Attendant	31	31.0	32	31.3	33	33.0	30	29.8	28	28.0
Court Attendant Trainee	6	6.0	3	3.0	-	-	2	2.0	4	4.0
Court Collection Assistant	7	7.0	8	8.0	7	7.0	6	4.5	6	2.0
Court Collection Officer	13	13.0	13	12.2	12	12.0	13	13.0	13	13.0
Court Collection Specialist	28	28.0	27	27.0	28	28.0	28	28.0	28	28.0
Court Interpreter	62	60.5	62	60.3	64	63.1	67	64.8	67	65.8
Court Investigator II	5	5.0	6	6.0	5	5.0	6	6.0	-	-
Court Investigator III	2	2.0	1	1.0	2	2.0	2	2.0	11	10.5
Court Mediator I	1	1.0	2	2.0	1	1.0	-	-	-	-
Court Mediator II	27	27.0	26	26.0	27	27.0	28	28.0	28	28.0
Court Operations Manager I	5	5.0	4	4.0	-	-	-	-	5	5.0
Court Operations Manager II	15	14.0	17	17.0	20	20.0	20	20.0	13	13.0
Court Operations Manager III	11	11.0	11	10.3	10	10.0	9	9.0	11	11.0
Court Reporter	114	113.4	107	103.7	100	87.0	99	85.1	99	86.9
Court Supervisor I	2	2.0	2	2.0	2	2.0	2	2.0	2	2.0
Court Supervisor II	2	2.0	2	1.3	1	1.0	-	-	-	-
Court Technology Architect	-	-	-	-	-	-	-	-	1	1.0
Court Technology Director	4	4.0	4	4.0	4	4.0	4	3.8	5	5.0
Court Technology Manager	-	-	-	-	1	1.0	12	12.0	11	11.0
Court Technology Manager I	13	13.0	14	13.0	12	11.0	-	-	-	-
Courtroom Operations Supervisor	28	28.0	28	27.3	28	28.0	29	28.8	33	33.0
Custodian II	26	25.0	25	25.0	25	25.0	25	24.3	23	23.0
Data Entry Specialist	11	11.0	13	13.0	8	8.0	7	7.0	7	7.0
Data Entry Technician	1	1.0	1	1.0	1	1.0	1	1.0	1	1.0
Database Administrator I	1	1.0	1	1.0	1	1.0	2	2.0	2	2.0
Database Administrator II	1	1.0	1	1.0	1	1.0	1	1.0	1	1.0
Deputy Court Executive Officer	4	4.0	4	4.0	4	4.0	4	3.8	4	4.0
Detention Release Manager	1	1.0	1	1.0	-	-	-	-	-	-
Detention Release Officer	8	8.0	9	9.0	10	10.0	10	10.0	10	10.0
Executive Administrative Assistant	-	-	1	1.0	1	1.0	1	1.0	1	1.0
Executive Assistant	8	8.0	8	8.0	9	9.0	9	8.8	8	8.0
Exhibits Custodian I	-	-	-	-	-	-	-	-	2	2.0
Exhibits Custodian II	-	-	-	-	-	-	-	-	8	8.0
Facilities Technician	-	-	6	4.5	6	6.0	6	6.0	6	5.0
Family Law Facilitator	1	1.0	1	1.0	-	-	-	-	-	-
Financial Services Manager I	4	4.0	4	4.0	4	4.0	3	3.0	3	3.0
Financial Services Manager II	4	4.0	4	4.0	4	3.0	3	2.8	4	4.0
General Counsel	1	1.0	1	1.0	1	1.0	1	1.0	1	1.0
Help Desk / User Support Supervisor	2	2.0	2	2.0	2	2.0	3	3.0	3	3.0
Human Resources Analyst	4	4.0	3	3.0	4	4.0	-	-	-	-
Human Resources Analyst/Officer	-	-	-	-	-	-	2	2.0	3	2.5
Human Resources Specialist	10	9.0	9	8.5	6	5.7	7	6.6	6	5.8
HVAC Mechanic	-	-	2	1.5	3	3.0	3	2.8	3	3.0

## STAFFING HISTORY BY CLASSIFICATION

Classification	FY 2011-12		FY 2012-13		FY 2013-14		FY 2014-15		FY 2015-16	
	Authorized Positions	FTEs	Authorized Positions	FTEs	Authorized Positions	FTEs	Authorized Positions	FTEs	Authorized Positions	FTEs
Information Processing Specialist	1	1.0	1	1.0	1	1.0	1	1.0	1	1.0
Information Processing Technician	5	5.0	5	5.0	3	3.0	4	4.0	4	4.0
Judicial Assistant	6	6.0	4	4.0	-	-	1	1.0	-	-
Judicial Hearing Officer	1	1.0	1	1.0	-	-	-	-	-	-
Lead Custodian	6	6.0	6	6.0	6	6.0	6	6.0	6	6.0
Legal Processing Specialist I	36	34.0	14	13.8	4	4.0	10	10.0	45	45.0
Legal Processing Specialist II	344	339.0	337	328.5	316	312.3	304	299.1	295	293.6
Legal Processing Supervisor	36	36.0	30	30.0	28	28.0	31	31.0	30	30.0
Legal Property Technician	10	10.0	8	6.5	8	8.0	8	8.0	-	-
Network Administrator I	3	3.0	2	2.0	1	1.0	1	1.0	1	1.0
Network Administrator II	2	2.0	2	2.0	3	3.0	2	2.0	2	2.0
Network Administrator III	5	5.0	5	4.3	4	4.0	4	4.0	4	4.0
Network Telecommunications Engineer	2	2.0	2	2.0	2	2.0	1	1.0	1	1.0
Office Assistant	59	57.5	50	48.2	44	43.0	38	37.2	38	37.0
Office Specialist	18	18.0	19	18.5	18	18.3	17	16.3	14	13.5
Office Supervisor B	1	1.0	1	1.0	-	-	-	-	-	-
Office Technician	1	1.0	1	1.0	1	1.0	1	1.0	1	1.0
Operations Director	-	-	-	-	-	-	-	-	1	1.0
Paralegal	-	-	-	-	-	-	6	6.0	6	5.6
Paralegal - Family Law Facilitator	6	6.0	7	6.8	7	5.8	-	-	-	-
Paralegal Trainee	-	-	-	-	-	-	-	-	2	2.0
Pretrial Services Program Officer	-	-	-	-	-	-	1	1.0	1	1.0
Principal Administrative Analyst	5	4.0	4	2.5	2	2.0	2	1.8	4	4.0
Principal Human Resources Analyst	1	0.5	3	2.5	3	3.0	3	2.3	3	3.5
Probate Calendar Coordinator	1	1.0	1	1.0	-	-	-	-	-	-
Probate Checker	2	2.0	2	2.0	2	2.0	2	2.0	2	2.0
Probate Examiner I	1	1.0	1	1.0	2	2.0	2	2.0	-	-
Probate Examiner II	4	4.0	4	4.0	6	6.0	6	6.0	8	8.0
Procurement Specialist I	-	-	-	-	-	-	-	-	1	1.0
Procurement Specialist II	-	-	6	6.0	5	5.0	5	4.8	5	5.0
Program Coordinator/Specialist	21	20.0	20	19.3	22	22.0	20	20.0	21	21.0
Research Attorney	11	11.1	14	14.0	17	17.0	21	20.8	19	19.0
Self Help Service Manager	-	-	-	-	1	1.0	1	1.0	1	1.0
Senior Accountant/Auditor I	3	2.0	2	2.0	2	2.0	2	2.0	3	3.0
Senior Accounting Assistant	17	16.5	18	16.4	16	16.0	17	16.5	15	15.0
Senior Administrative Analyst	18	18.0	18	18.0	19	19.0	18	17.5	17	16.4
Senior Business Systems Analyst	3	3.0	2	2.0	3	3.0	3	3.0	3	3.0
Senior Court Collection Officer	7	7.0	7	7.0	7	7.0	7	6.8	7	6.0
Senior Detention Release Officer	2	2.0	2	2.0	1	1.0	1	1.0	1	1.0
Senior Human Resources Analyst	5	4.8	4	3.8	4	3.8	5	5.3	7	6.3
Senior Human Resources Specialist	5	5.0	6	6.0	5	5.0	5	4.5	4	4.0
Senior Legal Property Technician	1	1.0	1	1.0	1	1.0	1	1.0	1	1.0
Senior Research Attorney	34	33.8	32	32.0	31	31.0	29	28.5	29	28.5
Staff Assistant	10	10.0	12	10.3	9	9.0	10	10.0	13	13.0
Staff Development Specialist	3	3.0	2	2.0	1	1.0	2	2.0	3	3.0
Staff Specialist	13	13.0	5	5.0	4	4.0	3	3.0	3	3.0
Store Clerk	8	8.0	8	8.0	6	6.0	7	6.8	7	7.0
Superior Court Chief Executive Officer	1	1.0	1	1.0	1	1.0	1	1.0	1	1.0
Superior Court Clerk I	28	23.3	39	33.0	25	25.0	10	7.5	31	18.4
Superior Court Clerk II	121	119.8	107	106.8	118	117.8	129	129.0	98	98.0
Superior Court Clerk III	132	131.0	133	133.0	126	125.4	124	120.8	141	139.8
Superior Court Commissioner	25	22.0	22	20.1	21	17.3	20	17.0	20	13.0
Superior Court Director	-	-	1	1.0	1	1.0	-	-	-	-
Superior Court Judge	119	119.0	122	122.0	124	124.0	124	124.0	124	124.0
Superior Court Manager	3	3.0	1	1.0	-	-	-	-	-	-
Supervising Accountant	1	1.0	1	1.0	1	1.0	1	1.0	1	1.0
Supervising Court Collection Officer	2	2.0	2	2.0	2	2.0	2	2.0	-	-
Supervising Court Investigator	1	1.0	1	1.0	1	1.0	1	1.0	1	1.0
Supervising Court Mediator	3	3.0	3	3.0	3	3.0	3	3.0	2	2.0
Supervising Custodian	1	1.0	1	1.0	1	1.0	1	1.0	2	2.0
Supervising Detention Release Officer	-	-	-	-	1	1.0	-	-	-	-
Supervising Probate Examiner	1	1.0	1	1.0	1	1.0	1	1.0	1	1.0
Support Services Supervisor II	7	7.0	6	6.0	5	5.0	5	5.0	5	5.0
Systems Administrator I	2	2.0	1	1.0	1	1.0	1	0.8	1	1.0

## STAFFING HISTORY BY CLASSIFICATION

Classification	FY 2011-12		FY 2012-13		FY 2013-14		FY 2014-15		FY 2015-16	
	Authorized Positions	FTEs	Authorized Positions	FTEs	Authorized Positions	FTEs	Authorized Positions	FTEs	Authorized Positions	FTEs
Systems Administrator II	3	3.0	4	4.0	3	3.0	3	2.8	3	3.0
Systems/Programmer Analyst I	-	-	1	1.0	-	-	-	-	-	-
Technical Writer	1	1.0	1	1.0	-	-	-	-	-	-
Technology Trainee	1	1.0	2	2.0	1	1.0	-	-	1	1.0
Telecommunications Technician I	4	4.0	3	2.5	3	3.0	4	4.0	4	4.0
Telecommunications Technician II	3	3.0	2	2.0	2	2.0	-	-	1	1.0
Training and Procedure Specialist	21	19.0	18	17.8	19	19.0	16	15.9	16	16.0
User Support Technician I	2	2.0	1	1.0	2	2.0	2	2.0	5	5.0
User Support Technician II	16	16.0	14	14.0	12	12.0	11	10.8	8	8.0
Utility Worker/Driver	5	5.0	5	5.0	7	7.0	8	7.5	5	5.0
<b>TOTAL BUDGETED STAFFING</b> (including Judges)	<b>1,839</b>	<b>1,804.5</b>	<b>1,767</b>	<b>1,722.7</b>	<b>1,676</b>	<b>1,648.6</b>	<b>1,656</b>	<b>1,611.7</b>	<b>1,691</b>	<b>1,644.0</b>
Less: Superior Court Judge	<b>119</b>	<b>119.0</b>	<b>122</b>	<b>122.0</b>	<b>124</b>	<b>124.0</b>	<b>124</b>	<b>124.0</b>	<b>124</b>	<b>124.0</b>
<b>TOTAL BUDGETED STAFFING</b> (excluding Judges)	<b>1,720</b>	<b>1,685.5</b>	<b>1,645</b>	<b>1,600.7</b>	<b>1,552</b>	<b>1,524.6</b>	<b>1,532</b>	<b>1,487.7</b>	<b>1,567</b>	<b>1,520.0</b>



# **JUDICIAL ADMINISTRATION**

# JUDICIAL ADMINISTRATION

## FY 2015-16 Approved Budget

Financing Sources		Expenditures	
Revenue and reimbursements	1,516,500	Salaries and benefits	4,637,052
OCSC General Fund	3,214,660	Services and supplies	94,108
<b>TOTAL FINANCING SOURCES</b>	<b>4,731,160</b>	<b>TOTAL EXPENDITURES</b>	<b>4,731,160</b>

### Expenditure Trends

	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 APPROVED
Salaries and benefits	6,786,385	6,112,878	5,856,731	5,534,935	4,637,052
Services and supplies	68,291	46,921	51,571	258,629	94,108
<b>TOTAL EXPENDITURES</b>	<b>6,854,676</b>	<b>6,159,799</b>	<b>5,908,302</b>	<b>5,793,563</b>	<b>4,731,160</b>

### Staffing Trends

	FY 2011-12 Budget	FY 2012-13 Budget	FY 2013-14 Budget	FY 2014-15 Budget	FY 2015-16 APPROVED
<b>AUTHORIZED POSITIONS *</b>	<b>24</b>	<b>21</b>	<b>21</b>	<b>20</b>	<b>20</b>
Superior Court Commissioners *	19.0	17.1	14.8	14.5	10.3
Other Court staff	2.0	2.0	2.0	2.0	2.0
<b>BUDGETED STAFFING (FTEs)</b>	<b>21.0</b>	<b>19.1</b>	<b>16.8</b>	<b>16.5</b>	<b>12.3</b>

\* The authorized positions and the budgeted staffing figures do not include 2 Superior Court Commissioner positions (2.8 FTEs), which are included in the AB 1058 - Commissioner budget.

SUPERIOR COURT JUDGES	119	122	124	124	124
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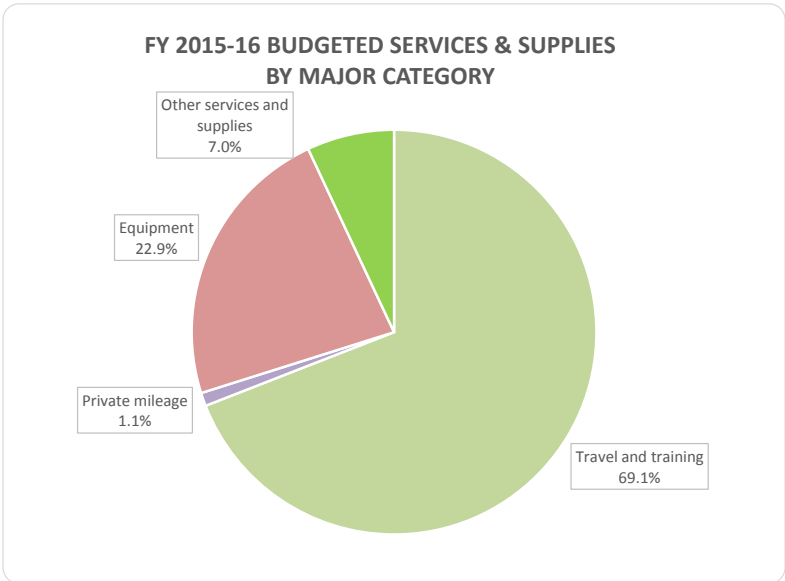
# JUDICIAL ADMINISTRATION

		FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
<b>EXPENDITURE HISTORY BY COST CENTER</b>						
CC No.	Cost Center	Actual	Actual	Actual	Actual	BUDGET
301020	Judges and Commissioners	6,854,676	6,159,799	5,908,302	5,793,563	4,731,160
<b>TOTAL</b>		<b>6,854,676</b>	<b>6,159,799</b>	<b>5,908,302</b>	<b>5,793,563</b>	<b>4,731,160</b>

		Auth.		Auth.		Auth.		Auth.		Auth.	
CC No.	Cost Center	Positions	FTEs	Positions	FTEs	Positions	FTEs	Positions	FTEs	Positions	FTEs
301020	Judges and Commissioners	24	21.0	21	19.1	21	16.8	20	16.5	20	12.3
<b>TOTAL</b>		<b>24</b>	<b>21.0</b>	<b>21</b>	<b>19.1</b>	<b>21</b>	<b>16.8</b>	<b>20</b>	<b>16.5</b>	<b>20</b>	<b>12.3</b>

# JUDICIAL ADMINISTRATION

		FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
EXPENDITURE HISTORY BY GL ACCOUNT						
GL Account No.	GL Description	Actual	Actual	Actual	Actual	BUDGET
<b>Salaries and Benefits</b>						
900301	Salaries - permanent, non-judicial personnel	165,412	144,643	145,200	145,200	145,200
900320	Lump sum pay outs (vacation, sick leave cash outs)	73,277	101,825	46,633	122,853	-
900328	Other pay (on call, differentials, VSIP)	7,986	14,117	26,315	14,508	-
903301	Extra help	512,236	330,706	394,353	438,617	400,000
906303	Judicial officers - commissioners	2,775,111	2,592,465	2,294,050	2,036,145	1,614,570
906304	Judicial officers - referees and hearing officers	-	(76)	-	-	-
906311	Judicial officers - judges	1,077,919	1,070,376	1,085,998	1,036,223	1,008,060
908301	Overtime	4,841	756	20,341	10,076	-
910302	Medicare	38,152	35,423	35,509	34,223	40,007
910401	Dental insurance	19,094	21,670	19,603	16,833	13,818
910501	Health insurance	220,121	211,815	191,088	162,619	151,470
910503	Retiree health benefits	77,132	104,487	97,445	78,591	61,590
910604	Retirement - non-judicial staff	50,266	39,010	45,998	52,825	49,920
912301	Retirement - judicial officers	1,076,700	748,286	761,422	763,712	603,530
913301	Unemployment insurance	9,538	8,108	-	-	-
913501	Life insurance	3,620	4,244	4,657	3,001	16,812
913502	Long-term disability (LTD) insurance	8,848	9,440	8,574	7,634	6,156
913503	Accidental death and disability (AD&D) insurance	566	500	449	391	294
913701	Other judges' benefits	577,563	591,587	601,803	543,930	472,500
913899	Other benefits (tuition reimb., OBP, parking)	88,005	83,495	77,292	67,555	53,125
<b>SUBTOTAL - Salaries and Benefits</b>		<b>6,786,385</b>	<b>6,112,878</b>	<b>5,856,731</b>	<b>5,534,935</b>	<b>4,637,052</b>
<b>Services and Supplies</b>						
920699	Office expense	1,782	1,275	156	468	2,000
921702	Meals / food	1,109	3,491	1,183	527	3,500
921704	Special events / employee appreciation	-	1,333	1,486	1,653	65
922603	Equipment - office furniture	7,418	2,079	3,413	5,373	21,543
924599	Printing	-	1,506	821	269	1,000
929210	Private car mileage	791	1,691	1,547	0	1,000
929299	Travel - in-state	16,391	22,649	27,271	21,675	65,000
931101	Travel - out-of-state	(175)	4,332	3,024	1,757	-
933101	Tuition and registration fees	10,270	8,566	12,670	10,451	-
938404	Administrative services contracts	30,705	-	-	216,241	-
999910	Prior year expense adjustments	-	-	-	216	-
<b>SUBTOTAL - Services and Supplies</b>		<b>68,291</b>	<b>46,921</b>	<b>51,571</b>	<b>258,629</b>	<b>94,108</b>
<b>TOTAL EXPENDITURES</b>		<b>6,854,676</b>	<b>6,159,799</b>	<b>5,908,302</b>	<b>5,793,563</b>	<b>4,731,160</b>





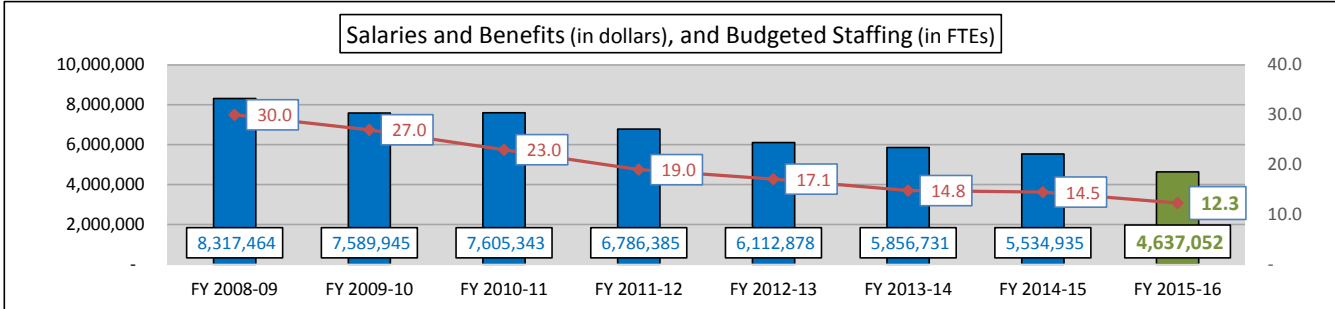
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## Judges and Commissioners (301020)

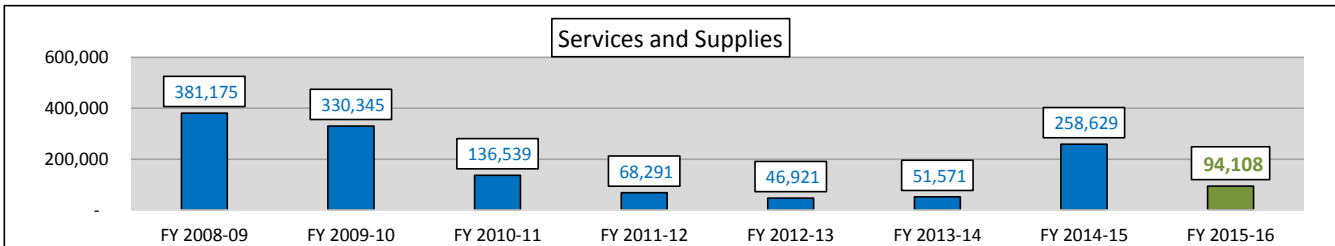
### Mission Statement

The mission of the Superior Court of California, County of Orange is to serve the public by administering justice and resolving disputes under the law, thereby protecting the rights and liberties guaranteed by the Constitutions of California and the United States.

### FY 2015-16 APPROVED BUDGET



This cost center includes all judges, commissioners who are not funded by the AB 1058 Commissioner Grant, and the assistants of the Presiding Judge and Assistant Presiding Judge. There are currently 10.3 FTEs non-grant funded commissioners, a decrease of 2.2. The decrease is due to one retirement, one conversion into a judgeship, and 0.2 FTE transfer to the AB 1058 Commissioner Grant.



The spike in FY 2014-15 expenditures is due to the conversion of one commissioner position into a judgeship. At the end of each fiscal year, the Judicial Council recovers the pro-rated funding for each converted commissioner in the form of a one-time expenditure. The Court's total allocation in future years is then permanently reduced by the annualized funding for each converted commissioner. This is to partially offset the cost of the judgeship.

Chief Executive Officer  
**Alan Carlson**  
 (657) 622-7017

Financial Planning Analyst  
**Katrina Coreces**  
 (657) 622-7739

## Judges and Commissioners (301020)

		FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
<b>EXPENDITURE HISTORY BY GL ACCOUNT</b>						
GL Account No.	GL Description	Actual	Actual	Actual	Actual	BUDGET
<b>Salaries and Benefits</b>						
900301	Salaries - permanent, non-judicial personnel	165,412	144,643	145,200	145,200	145,200
900320	Lump sum payouts (vacation, sick leave cash outs)	73,277	101,825	46,633	122,853	-
900328	Other pay (on call, differentials, VSIP)	7,986	14,117	26,315	14,508	-
903301	Extra help	512,236	330,706	394,353	438,617	400,000
906303	Judicial officers - commissioners	2,775,111	2,592,465	2,294,050	2,036,145	1,614,570
906304	Judicial officers - referees and hearing officers	-	(76)	-	-	-
906311	Judicial officers - judges	1,077,919	1,070,376	1,085,998	1,036,223	1,008,060
908301	Overtime	4,841	756	20,341	10,076	-
910302	Medicare	38,152	35,423	35,509	34,223	40,007
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913502	Long-term disability (LTD) insurance	8,848	9,440	8,574	7,634	6,156
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<b>SUBTOTAL - Salaries and Benefits</b>		<b>6,786,385</b>	<b>6,112,878</b>	<b>5,856,731</b>	<b>5,534,935</b>	<b>4,637,052</b>
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929210	Private car mileage	791	1,691	1,547	0	1,000
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938404	Administrative services contracts	30,705	-	-	216,241	-
999910	Prior year expense adjustments	-	-	-	216	-
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<b>TOTAL EXPENDITURES</b>		<b>6,854,676</b>	<b>6,159,799</b>	<b>5,908,302</b>	<b>5,793,563</b>	<b>4,731,160</b>

### STAFFING HISTORY BY CLASSIFICATION

Classification	Auth.		Auth.		Auth.		Auth.		Auth.	
	Positions	FTEs	Positions	FTEs	Positions	FTEs	Positions	FTEs	Positions	FTEs
Executive Assistant	2	2.0	2	2.0	2	2.0	2	2.0	2	2.0
Superior Court Commissioner	22	19.0	19	17.1	19	14.8	18	14.5	18	10.3
<b>TOTAL STAFFING</b>	<b>24</b>	<b>21.0</b>	<b>21</b>	<b>19.1</b>	<b>21</b>	<b>16.8</b>	<b>20</b>	<b>16.5</b>	<b>20</b>	<b>12.3</b>

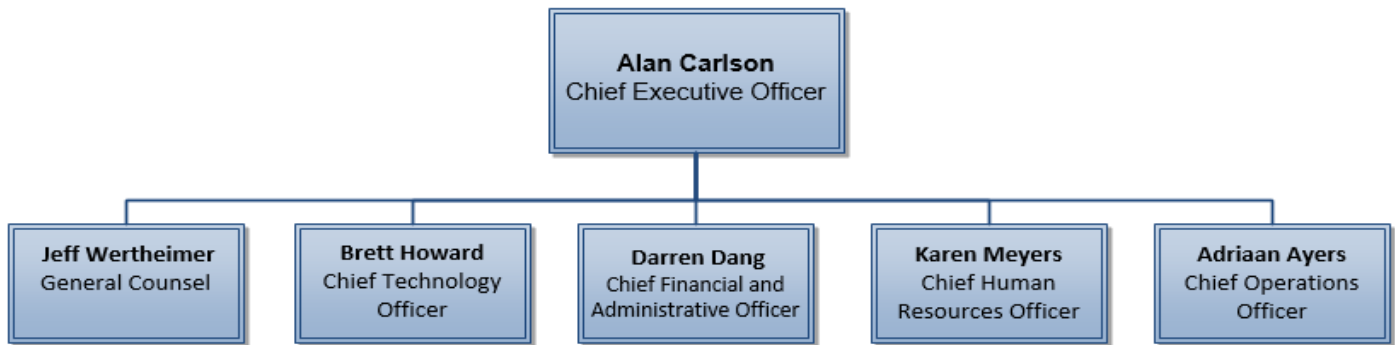


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# **EXECUTIVE OFFICE**

# EXECUTIVE OFFICE



*The management and administration of all non-judicial operations of the Court are the responsibility of the Chief Executive Officer.*

## FY 2015-16 Approved Budget

Financing Sources		Expenditures	
Revenue and reimbursements	-	Salaries and benefits	488,536
OCSC General Fund	540,046	Services and supplies	51,510
<b>TOTAL FINANCING SOURCES</b>	<b>540,046</b>	<b>TOTAL EXPENDITURES</b>	<b>540,046</b>

### Expenditure Trends

	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 APPROVED
Salaries and benefits	432,685	443,883	468,153	483,873	488,536
Services and supplies	17,074	73,522	114,600	7,420	51,510
<b>TOTAL EXPENDITURES</b>	<b>449,758</b>	<b>517,405</b>	<b>582,754</b>	<b>491,293</b>	<b>540,046</b>

### Staffing Trends

	FY 2010-11 Budget	FY 2011-12 Budget	FY 2012-13 Budget	FY 2014-15 Budget	FY 2015-16 APPROVED
AUTHORIZED POSITIONS	2	2	2	2	2
BUDGETED STAFFING (FTEs)	2.0	2.0	2.0	2.0	2.0

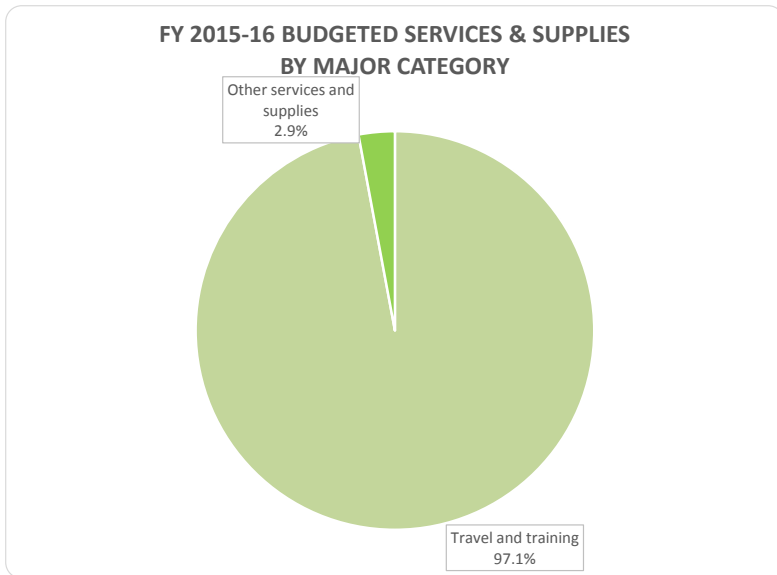
## EXECUTIVE OFFICE

		FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
<b>EXPENDITURE HISTORY BY COST CENTER</b>						
CC No.	Cost Center	Actual	Actual	Actual	Actual	BUDGET
302100	Chief Executive Office	449,758	517,405	582,754	491,293	540,046
<b>TOTAL</b>		<b>449,758</b>	<b>517,405</b>	<b>582,754</b>	<b>491,293</b>	<b>540,046</b>

		Auth.		Auth.		Auth.		Auth.		Auth.	
CC No.	Cost Center	Positions	FTEs	Positions	FTEs	Positions	FTEs	Positions	FTEs	Positions	FTEs
302100	Chief Executive Office	2	2.0	2	2.0	2	2.0	2	2.0	2	2.0
<b>TOTAL</b>		<b>2</b>	<b>2.0</b>	<b>2</b>	<b>2.0</b>	<b>2</b>	<b>2.0</b>	<b>2</b>	<b>2.0</b>	<b>2</b>	<b>2.0</b>

## EXECUTIVE OFFICE

		FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
EXPENDITURE HISTORY BY GL ACCOUNT						
GL Account No.	GL Description	Actual	Actual	Actual	Actual	BUDGET
<b>Salaries and Benefits</b>						
900301	Salaries - permanent, non-judicial personnel	290,650	289,536	293,739	300,484	300,484
900328	Other pay (on call, differentials, VSIP)	-	5,000	-	-	-
908301	Overtime	-	-	9,505	-	-
910302	Medicare	4,270	4,394	4,523	4,477	4,357
910401	Dental insurance	1,884	2,282	2,314	2,268	2,256
910501	Health insurance	13,076	14,066	14,785	13,764	14,350
910503	Retiree health benefits	7,557	11,208	11,648	10,725	10,517
910604	Retirement - non-judicial staff	105,214	107,175	122,057	142,693	147,220
913301	Unemployment insurance	784	762	-	-	-
913501	Life insurance	329	414	507	361	252
913502	Long-term disability (LTD) insurance	872	997	1,028	1,052	1,052
913503	Accidental death and disability (AD&D) insurance	51	49	49	49	48
913899	Other benefits (tuition reimb., OBP, parking)	8,000	8,000	8,000	8,000	8,000
<b>SUBTOTAL - Salaries and Benefits</b>		<b>432,685</b>	<b>443,883</b>	<b>468,153</b>	<b>483,873</b>	<b>488,536</b>
<b>Services and Supplies</b>						
920699	Office expense	-	-	97	96	-
921702	Meals / food	907	367	1,538	1,851	1,500
921704	Special events / employee appreciation	-	-	-	-	10
922399	Library purchases and subscriptions	-	72	70	80	-
922603	Equipment - office furniture	-	-	1,048	-	-
929210	Private car mileage	78	25	16	123	-
929299	Travel - in-state	8,572	4,276	3,091	3,688	50,000
931101	Travel - out-of-state	-	-	-	582	-
933101	Tuition and registration fees	-	2,350	21,740	1,000	-
938401	General consultant and professional services	7,517	-	-	-	-
938405	Auditing service	-	62,584	(0)	-	-
972100	Judgments, settlements, and claims	-	3,848	87,000	-	-
<b>SUBTOTAL - Services and Supplies</b>		<b>17,074</b>	<b>73,522</b>	<b>114,600</b>	<b>7,420</b>	<b>51,510</b>
<b>TOTAL EXPENDITURES</b>		<b>449,758</b>	<b>517,405</b>	<b>582,754</b>	<b>491,293</b>	<b>540,046</b>





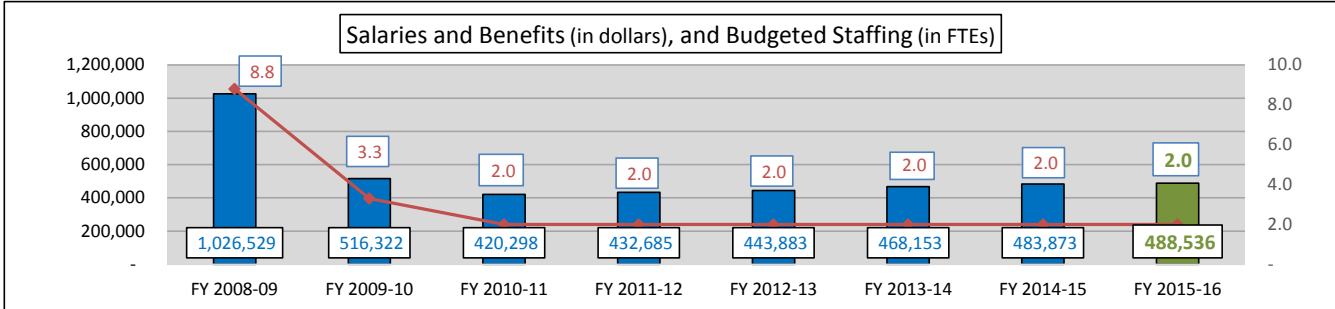
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## Chief Executive Office (302100)

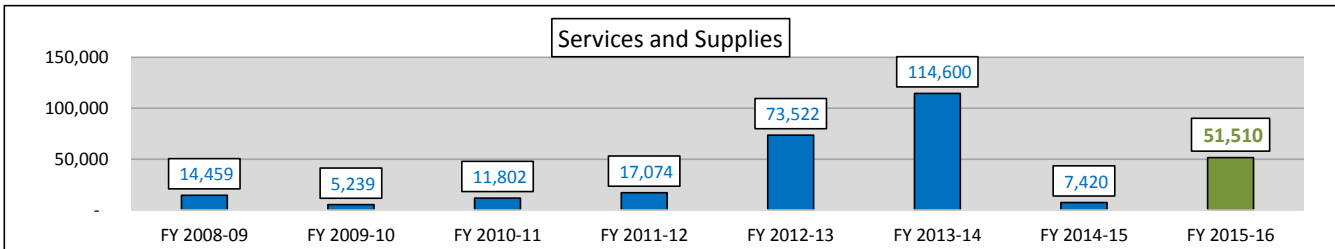
### Mission Statement

The management and administration of all non-judicial operations of the Court are the responsibility of the Chief Executive Officer.

### FY 2015-16 APPROVED BUDGET



There are no significant changes to the salaries and benefits budget in FY 2015-16.



At the start of each fiscal year, a courtwide training budget is included in the Chief Executive Office cost center. During the fiscal year, funding equal to the amount of each approved training request is transferred from the Chief Executive Office cost center to the the cost center that incurred the expense. This is the reason for the variance between FY 2014-15 actual expense and FY 2015-16 budget.

Chief Executive Officer  
**Alan Carlson**  
 (657) 622-7017

Financial Planning Analyst  
**Katrina Coreces**  
 (657) 622-7739

## Chief Executive Office (302100)

		FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
<b>EXPENDITURE HISTORY BY GL ACCOUNT</b>						
GL Account No.	GL Description	Actual	Actual	Actual	Actual	BUDGET
<b>Salaries and Benefits</b>						
900301	Salaries - permanent, non-judicial personnel	290,650	289,536	293,739	300,484	300,484
900328	Other pay (on call, differentials, VSIP)	-	5,000	-	-	-
908301	Overtime	-	-	9,505	-	-
910302	Medicare	4,270	4,394	4,523	4,477	4,357
910401	Dental insurance	1,884	2,282	2,314	2,268	2,256
910501	Health insurance	13,076	14,066	14,785	13,764	14,350
910503	Retiree health benefits	7,557	11,208	11,648	10,725	10,517
910604	Retirement - non-judicial staff	105,214	107,175	122,057	142,693	147,220
913301	Unemployment insurance	784	762	-	-	-
913501	Life insurance	329	414	507	361	252
913502	Long-term disability (LTD) insurance	872	997	1,028	1,052	1,052
913503	Accidental death and dismemberment (AD&D) insurance	51	49	49	49	48
913899	Other benefits (tuition reimb., OBP, parking)	8,000	8,000	8,000	8,000	8,000
<b>SUBTOTAL - Salaries and Benefits</b>		<b>432,685</b>	<b>443,883</b>	<b>468,153</b>	<b>483,873</b>	<b>488,536</b>
<b>Services and Supplies</b>						
920699	Office expense	-	-	97	96	-
921702	Meals / food	907	367	1,538	1,851	1,500
921704	Special events / employee appreciation	-	-	-	-	10
922399	Library purchases and subscriptions	-	72	70	80	-
922603	Equipment - office furniture	-	-	1,048	-	-
929210	Private car mileage	78	25	16	123	-
929299	Travel - in-state	8,572	4,276	3,091	3,688	50,000
931101	Travel - out-of-state	-	-	-	582	-
933101	Tuition and registration fees	-	2,350	21,740	1,000	-
938401	General consultant and professional services	7,517	-	-	-	-
938405	Auditing service	-	62,584	(0)	-	-
972100	Judgments, settlements, and claims	-	3,848	87,000	-	-
<b>SUBTOTAL - Services and Supplies</b>		<b>17,074</b>	<b>73,522</b>	<b>114,600</b>	<b>7,420</b>	<b>51,510</b>
<b>TOTAL EXPENDITURES</b>		<b>449,758</b>	<b>517,405</b>	<b>582,754</b>	<b>491,293</b>	<b>540,046</b>

### STAFFING HISTORY BY CLASSIFICATION

Classification	Auth.		Auth.		Auth.		Auth.		Auth.	
	Positions	FTEs	Positions	FTEs	Positions	FTEs	Positions	FTEs	Positions	FTEs
Executive Assistant	1	1.0	1	1.0	1	1.0	1	1.0	1	1.0
Superior Court Chief Executive Officer	1	1.0	1	1.0	1	1.0	1	1.0	1	1.0
<b>TOTAL STAFFING</b>	<b>2</b>	<b>2.0</b>	<b>2</b>	<b>2.0</b>	<b>2</b>	<b>2.0</b>	<b>2</b>	<b>2.0</b>	<b>2</b>	<b>2.0</b>

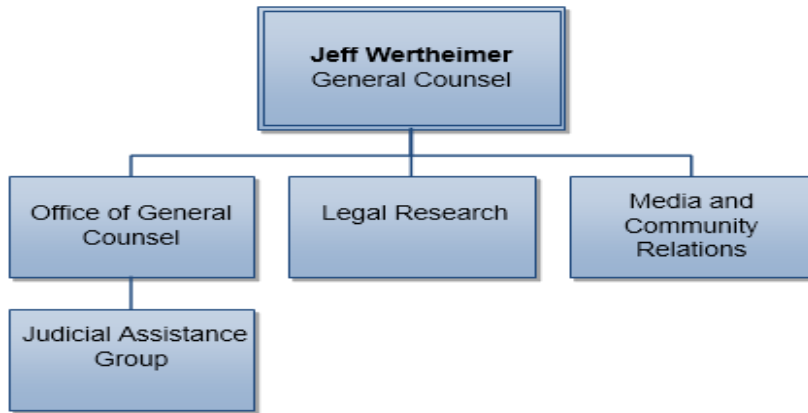


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# **GENERAL COUNSEL**

# GENERAL COUNSEL



*General Counsel supports the Court's commitment to serving the public and the judiciary by providing high quality legal services and advice to promote sound decision-making in all areas of court operation and administration.*

## FY 2015-16 Approved Budget

Financing Sources		Expenditures	
Revenue and reimbursements	3,000	Salaries and benefits	10,918,656
OCSC General Fund	11,060,669	Services and supplies	145,013
<b>TOTAL FINANCING SOURCES</b>	<b>11,063,669</b>	<b>TOTAL EXPENDITURES</b>	<b>11,063,669</b>

### Expenditure Trends

	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 APPROVED
Salaries and benefits	10,227,423	9,903,661	10,033,431	10,782,818	10,918,656
Services and supplies	237,571	214,869	231,036	194,073	145,013
<b>TOTAL EXPENDITURES</b>	<b>10,464,993</b>	<b>10,118,530</b>	<b>10,264,468</b>	<b>10,976,890</b>	<b>11,063,669</b>

### Staffing Trends

	FY 2010-11 Budget	FY 2011-12 Budget	FY 2012-13 Budget	FY 2014-15 Budget	FY 2015-16 APPROVED
AUTHORIZED POSITIONS	61	57	57	58	59
<b>BUDGETED STAFFING (FTEs)</b>	<b>59.8</b>	<b>56.1</b>	<b>56.8</b>	<b>57.3</b>	<b>58.3</b>

## GENERAL COUNSEL

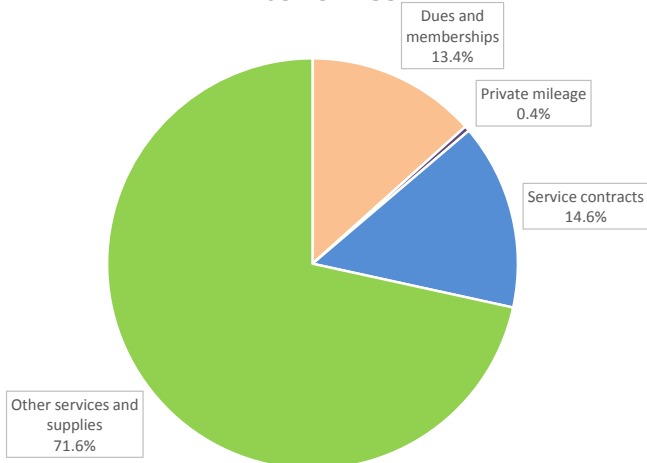
		FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
<b>EXPENDITURE HISTORY BY COST CENTER</b>						
CC No.	Cost Center	Actual	Actual	Actual	Actual	BUDGET
302210	Office of General Counsel	777,948	767,204	647,086	659,106	878,093
302240	Judicial Assistance Group (JAG)	547,277	529,431	467,421	457,855	462,367
302250	Legal Research	8,863,056	8,668,615	9,018,989	9,732,703	9,586,806
302510	Media and Community Relations	276,711	153,279	130,972	127,227	136,403
<b>TOTAL</b>		<b>10,464,993</b>	<b>10,118,530</b>	<b>10,264,468</b>	<b>10,976,890</b>	<b>11,063,669</b>

		FY 2011-12		FY 2012-13		FY 2013-14		FY 2014-15		FY 2015-16	
<b>STAFFING HISTORY BY COST CENTER</b>											
CC No.	Cost Center	Auth. Positions	FTEs	Auth. Positions	FTEs	Auth. Positions	FTEs	Auth. Positions	FTEs	Auth. Positions	FTEs
302210	Office of General Counsel	4	3.0	3	3.0	2	2.0	3	3.0	4	4.0
302240	Judicial Assistance Group (JAG)	7	7.0	6	5.3	6	6.0	5	5.0	5	5.0
302250	Legal Research	48	47.8	47	46.8	48	47.8	49	48.3	49	48.3
302510	Media and Community Relations	2	2.0	1	1.0	1	1.0	1	1.0	1	1.0
<b>TOTAL</b>		<b>61</b>	<b>59.8</b>	<b>57</b>	<b>56.1</b>	<b>57</b>	<b>56.8</b>	<b>58</b>	<b>57.3</b>	<b>59</b>	<b>58.3</b>

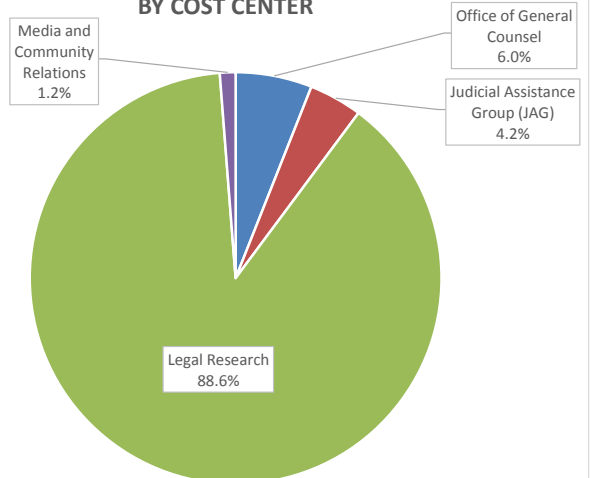
# GENERAL COUNSEL

		FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
		Actual	Actual	Actual	Actual	BUDGET
<b>EXPENDITURE HISTORY BY GL ACCOUNT</b>						
<b>GL Account No.</b>	<b>GL Description</b>					
<b>Salaries and Benefits</b>						
900301	Salaries - permanent, non-judicial personnel	6,584,056	6,446,514	6,468,111	6,926,717	7,170,480
900320	Lump sum pay outs (vacation, sick leave cash outs)	152,849	235,738	150,240	81,779	-
900328	Other pay (on call, differentials, VSIP)	141,182	109,654	7,873	33,166	-
903301	Extra help	207,818	173,688	105,072	64,519	65,866
906304	Judicial officers - referees and hearing officers	100,252	71,936	-	-	-
908301	Overtime	9,383	17,533	186,552	95,878	-
910302	Medicare	99,410	97,608	99,600	103,001	103,974
910401	Dental insurance	46,290	54,887	55,372	57,496	59,220
910501	Health insurance	510,890	537,152	570,279	594,603	623,245
910503	Retiree health benefits	178,295	252,246	256,891	248,232	250,975
910604	Retirement - non-judicial staff	1,917,744	1,652,180	1,910,923	2,351,573	2,418,356
912301	Retirement - judicial officers	29,274	18,534	-	-	-
913301	Unemployment insurance	19,338	18,114	-	-	-
913501	Life insurance	2,971	3,604	4,597	3,440	2,736
913502	Long-term disability (LTD) insurance	26,334	29,891	30,717	33,018	34,175
913503	Accidental death and disability (AD&D) insurance	1,102	1,010	1,044	1,106	1,260
913699	Other insurance (vision)	6,017	4,934	3,832	3,600	3,619
913899	Other benefits (tuition reimb., OBP, parking)	194,217	178,438	182,329	184,692	184,750
<b>SUBTOTAL - Salaries and Benefits</b>		<b>10,227,423</b>	<b>9,903,661</b>	<b>10,033,431</b>	<b>10,782,818</b>	<b>10,918,656</b>
<b>Services and Supplies</b>						
920599	Dues and memberships	19,700	19,678	22,330	20,140	19,380
920699	Office expense	362	1,695	1,946	420	3,500
921599	Advertising expense	-	979	(19)	-	1,000
921702	Meals / food	1,153	768	768	560	1,000
921704	Special events / employee appreciation	-	590	18	30	295
922399	Library purchases and subscriptions	205,927	177,872	181,618	166,907	97,000
922699	Equipment - under \$5,000	-	-	844	-	-
923999	General expense - service	105	-	-	-	-
924599	Printing	-	-	86	-	1,000
929210	Private car mileage	1,510	208	430	200	600
929299	Travel - in-state	1,095	1,344	799	844	-
933101	Tuition and registration fees	5,765	9,568	4,531	4,617	-
938201	Consulting services - temporary help	-	-	17,686	-	-
938401	General consultant and professional services	-	-	-	-	16,238
939401	Legal services	1,954	939	-	-	5,000
943502	IT - software and license fees	-	1,227	-	-	-
999910	Prior year expense adjustments	-	-	-	355	-
<b>SUBTOTAL - Services and Supplies</b>		<b>237,571</b>	<b>214,869</b>	<b>231,036</b>	<b>194,073</b>	<b>145,013</b>
<b>TOTAL EXPENDITURES</b>		<b>10,464,993</b>	<b>10,118,530</b>	<b>10,264,468</b>	<b>10,976,890</b>	<b>11,063,669</b>

**FY 2015-16 BUDGETED SERVICES & SUPPLIES BY MAJOR CATEGORY**



**FY 2015-16 DEPARTMENTAL BUDGET BY COST CENTER**





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# Office of General Counsel (302210)

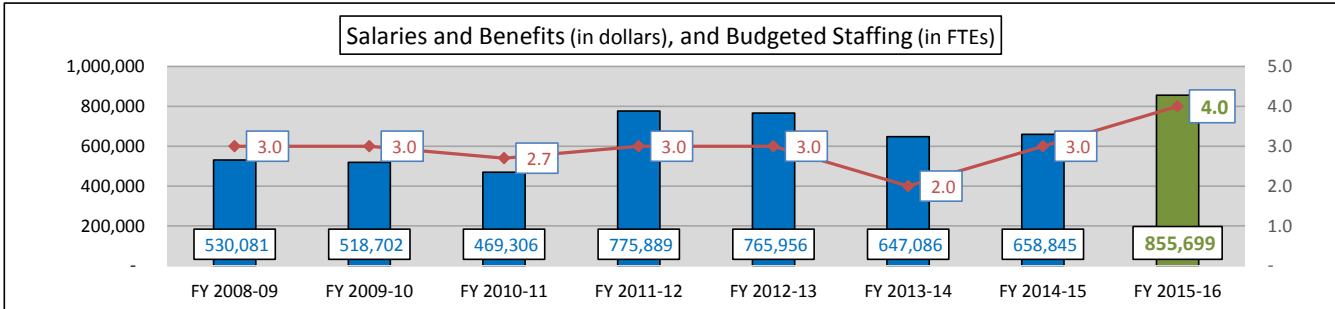
## Mission Statement

The Office of General Counsel provides services to the judiciary and to the public to facilitate access to court services, assist independence of the judiciary, and enhance the quality of justice through modern management and administration.

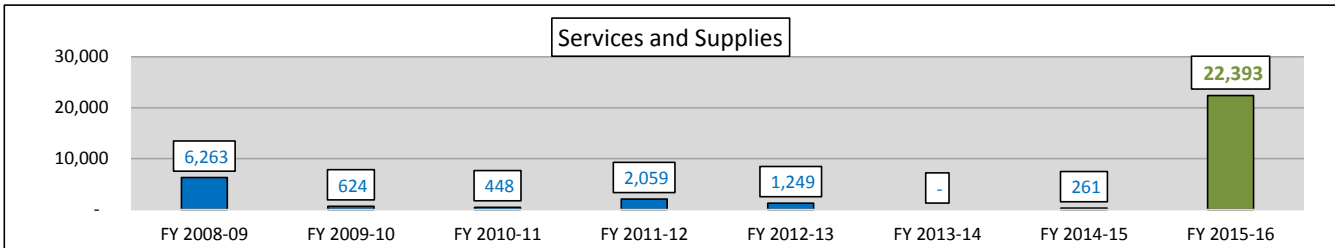
## Performance Measures

» The Legislative Coordinator will determine the needs of individual Operations Analyst Groups, and each month will modify one of the Legislative Status Charts to meet those needs.

## FY 2015-16 APPROVED BUDGET



One Deputy General Counsel position was transferred from cost center 302250.



The increase in FY 2015-16 budget over FY 2014-15 actual expenditures is a one-time contract for public relations services and an ongoing increase in order to centralize the costs of outside representation when required.

General Counsel  
**Jeff Wertheimer**  
 (657) 622-7723

Financial Planning Analyst  
**Katrina Coreces**  
 (657) 622-7739

## Office of General Counsel (302210)

		FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
<b>EXPENDITURE HISTORY BY GL ACCOUNT</b>						
GL Account No.	GL Description	Actual	Actual	Actual	Actual	BUDGET
900301	Salaries - permanent, non-judicial personnel	330,668	340,659	414,521	416,927	558,038
900320	Lump sum payouts (vacation, sick leave cash outs)	4,974	34,128	5,377	5,377	-
900328	Other pay (on call, differentials, VSIP)	3,070	4,864	-	5,412	-
903301	Extra help	123,593	114,792	-	-	-
906304	Judicial officers - referees and hearing officers	100,252	71,936	-	-	-
908301	Overtime	5,740	7,653	15,587	1,058	-
910302	Medicare	8,336	8,393	6,410	6,292	8,092
910401	Dental insurance	2,826	3,101	3,339	3,402	4,512
910501	Health insurance	41,155	42,613	45,326	45,965	55,825
910503	Retiree health benefits	11,266	15,841	16,437	15,064	19,532
910604	Retirement - non-judicial staff	97,546	88,318	124,499	145,672	191,854
912301	Retirement - judicial officers	29,274	18,534	-	-	-
913301	Unemployment insurance	1,533	1,510	-	-	-
913501	Life insurance	390	414	594	423	348
913502	Long-term disability (LTD) insurance	1,467	1,636	1,676	1,684	2,403
913503	Accidental death and dismemberment (AD&D) insurance	74	63	71	70	96
913699	Other insurance (e.g. vision)	(24)	-	-	-	-
913899	Other benefits (tuition reimb., OBP, parking)	13,750	11,500	13,250	11,500	15,000
	<b>SUBTOTAL - Salaries and Benefits</b>	<b>775,889</b>	<b>765,956</b>	<b>647,086</b>	<b>658,845</b>	<b>855,700</b>
<b>Services and Supplies</b>						
920599	Dues and memberships	-	-	-	-	1,140
921704	Special events / employee appreciation	-	140	-	30	15
922399	Library purchases and subscriptions	-	170	-	231	-
923999	General expense - service	105	-	-	-	-
938401	General consultant and professional services	-	-	-	-	16,238
939401	Legal services	1,954	939	-	-	5,000
	<b>SUBTOTAL - Services and Supplies</b>	<b>2,059</b>	<b>1,249</b>	<b>-</b>	<b>261</b>	<b>22,393</b>
	<b>TOTAL EXPENDITURES</b>	<b>777,948</b>	<b>767,204</b>	<b>647,086</b>	<b>659,106</b>	<b>878,093</b>

### STAFFING HISTORY BY CLASSIFICATION

Classification	Auth.		Auth.		Auth.		Auth.		Auth.	
	Positions	FTEs	Positions	FTEs	Positions	FTEs	Positions	FTEs	Positions	FTEs
Administrative Assistant II	1	-	-	-	-	-	-	-	-	-
Assistant General Counsel	-	-	-	-	-	-	-	-	2	2.0
Executive Assistant	-	-	-	-	-	-	1	1.0	1	1.0
General Counsel	1	1.0	1	1.0	1	1.0	1	1.0	1	1.0
Judicial Hearing Officer	1	1.0	1	1.0	-	-	-	-	-	-
Senior Research Attorney	1	1.0	1	1.0	1	1.0	1	1.0	-	-
<b>TOTAL STAFFING</b>	<b>4</b>	<b>3.0</b>	<b>3</b>	<b>3.0</b>	<b>2</b>	<b>2.0</b>	<b>3</b>	<b>3.0</b>	<b>4</b>	<b>4.0</b>

# Judicial Assistance Group (JAG) (302240)

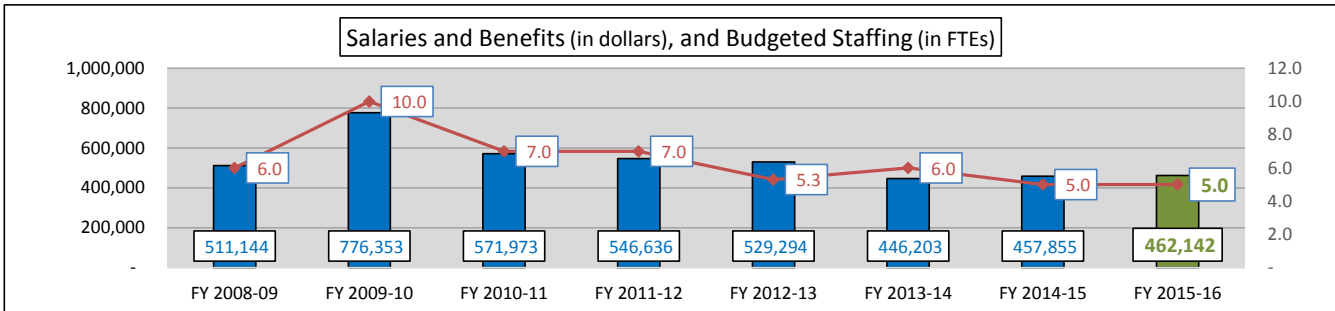
## Mission Statement

The Judicial Assistance Group (JAG) is dedicated to providing timely, responsive, and professional management services and administrative support for judicial officers throughout the Court.

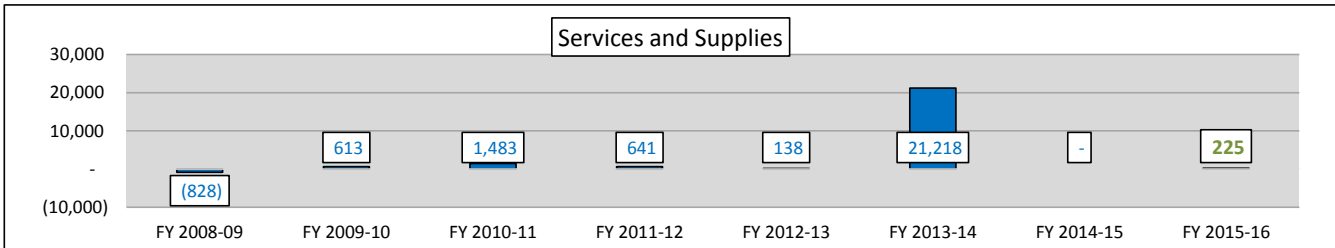
## FY 2015-16 Goals and Objectives

- » Streamline the Submitted Report Procedures
- » Improve processes and communication concerning Rules & Forms Committee deadlines

## FY 2015-16 APPROVED BUDGET



There are no significant changes to the salaries and benefits budget in FY 2015-16.



There are no significant changes to the services and supplies budget in FY 2015-16.

## FY 2014-15 ACCOMPLISHMENTS

- » Worked with Operations and CTS to design and implement improvements and an extension to the Courtwide Workload Reports
- » Worked with CTS to automate the duty magistrate notifications
- » The rollout of both these systems has streamlined JAG operations, saving both time and resources

General Counsel  
**Jeff Wertheimer**  
 (657) 622-7723

Financial Planning Analyst  
**Katrina Coreces**  
 (657) 622-7739



## Judicial Assistance Group (JAG) (302240)

		FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
<b>EXPENDITURE HISTORY BY GL ACCOUNT</b>						
GL Account No.	GL Description	Actual	Actual	Actual	Actual	BUDGET
<b>Salaries and Benefits</b>						
900301	Salaries - permanent, non-judicial personnel	373,187	371,784	285,423	297,795	306,059
900320	Lump sum payouts (vacation, sick leave cash outs)	20,215	1,320	2,086	1,391	-
903301	Extra help	-	530	-	-	-
908301	Overtime	2,384	2,182	24,272	6,762	-
910302	Medicare	4,233	5,060	4,449	4,376	4,438
910501	Health insurance	41,773	42,243	35,276	35,543	38,955
910503	Retiree health benefits	9,735	14,180	11,394	10,809	10,712
910604	Retirement - non-judicial staff	90,169	87,263	80,338	98,080	98,858
913301	Unemployment insurance	1,068	975	-	-	-
913502	Long-term disability (LTD) insurance	-	10	(1)	-	-
913699	Other insurance (e.g. vision)	3,873	3,746	2,965	3,099	3,120
	<b>SUBTOTAL - Salaries and Benefits</b>	<b>546,636</b>	<b>529,294</b>	<b>446,203</b>	<b>457,855</b>	<b>462,142</b>
<b>Services and Supplies</b>						
920599	Dues and memberships	-	-	3,360	-	-
921704	Special events / employee appreciation	-	138	-	-	25
922399	Library purchases and subscriptions	67	-	-	-	-
929210	Private car mileage	274	-	172	-	200
933101	Tuition and registration fees	300	-	-	-	-
938201	Consulting services - temporary help	-	-	17,686	-	-
	<b>SUBTOTAL - Services and Supplies</b>	<b>641</b>	<b>138</b>	<b>21,218</b>	<b>-</b>	<b>225</b>
	<b>TOTAL EXPENDITURES</b>	<b>547,277</b>	<b>529,431</b>	<b>467,421</b>	<b>457,855</b>	<b>462,367</b>

### STAFFING HISTORY BY CLASSIFICATION

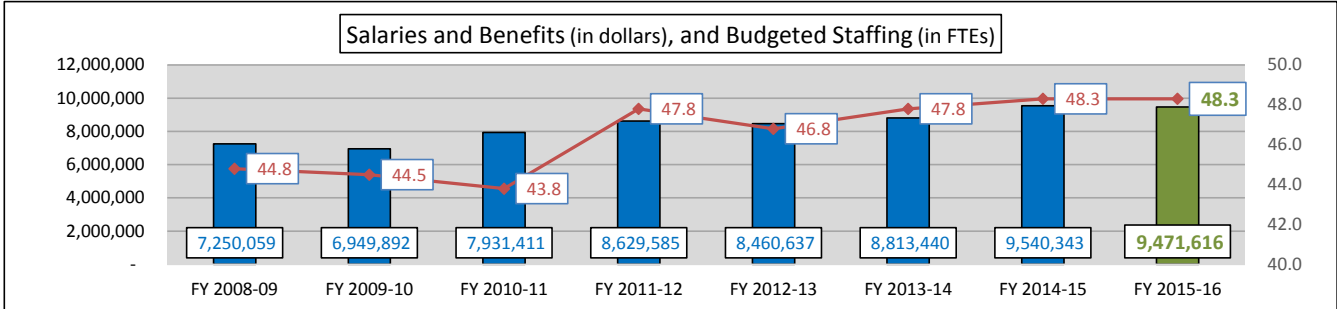
Classification	Auth.		Auth.		Auth.		Auth.		Auth.	
	Positions	FTEs	Positions	FTEs	Positions	FTEs	Positions	FTEs	Positions	FTEs
Administrative Assistant II	4	4.0	2	2.0	1	1.0	1	1.0	1	1.0
Courtroom Operations Supervisor	-	-	1	0.3	-	-	-	-	-	-
Executive Assistant	-	-	-	-	1	1.0	-	-	-	-
Office Specialist	1	1.0	2	2.0	2	2.0	2	2.0	2	2.0
Program Coordinator/Specialist	1	1.0	1	1.0	2	2.0	2	2.0	2	2.0
Senior Administrative Analyst	1	1.0	-	-	-	-	-	-	-	-
<b>TOTAL STAFFING</b>	<b>7</b>	<b>7.0</b>	<b>6</b>	<b>5.3</b>	<b>6</b>	<b>6.0</b>	<b>5</b>	<b>5.0</b>	<b>5</b>	<b>5.0</b>

# Legal Research (302250)

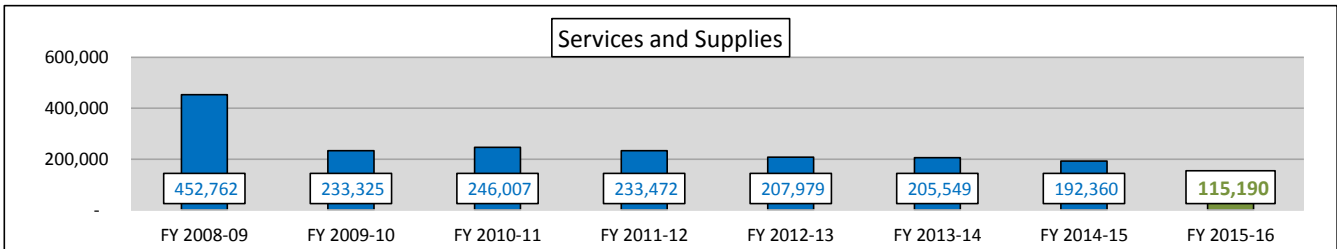
## Mission Statement

Legal Research provides legal research and analytical support to the Court's judicial officers in a wide range of subject areas and functions including civil, complex civil, criminal, family law, juvenile, probate and mental health, and appellate division matters.

## FY 2015-16 APPROVED BUDGET



In FY 2015-16 one Deputy General Counsel position was moved to cost center 302210 and one Senior Research Attorney was moved to this cost center from the Complex Civil Litigation Program due to the termination of Judicial Council funding to support the program.



The decrease in FY 2015-16 services and supplies budget is due to a decrease in the online legal research contract.

General Counsel  
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Financial Planning Analyst  
**Katrina Coreces**  
 (657) 622-7739

## Legal Research (30250)

		FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
<b>EXPENDITURE HISTORY BY GL ACCOUNT</b>						
GL Account No.	GL Description	Actual	Actual	Actual	Actual	BUDGET
<b>Salaries and Benefits</b>						
900301	Salaries - permanent, non-judicial personnel	5,687,270	5,658,223	5,687,744	6,131,586	6,223,604
900320	Lump sum payouts (vacation, sick leave cash outs)	127,660	168,496	142,777	75,011	-
900328	Other pay (on call, differentials, VSIP)	138,112	104,790	7,873	27,754	-
903301	Extra help	84,225	58,366	105,072	64,519	65,866
908301	Overtime	1,121	7,006	143,458	88,057	-
910302	Medicare	84,000	82,514	87,479	91,126	90,244
910401	Dental insurance	42,569	50,809	50,876	52,961	53,580
910501	Health insurance	412,007	443,480	480,434	504,652	519,652
910503	Retiree health benefits	152,277	219,333	225,870	219,487	217,834
910604	Retirement - non-judicial staff	1,677,666	1,457,185	1,681,922	2,080,075	2,099,185
913301	Unemployment insurance	16,217	15,345	-	-	-
913501	Life insurance	2,441	3,011	3,777	2,856	2,280
913502	Long-term disability (LTD) insurance	24,506	27,983	28,760	31,053	31,482
913503	Accidental death and dismemberment (AD&D) insurance	1,006	926	952	1,014	1,140
913699	Other insurance (e.g. vision)	1,542	1,191	867	501	499
913899	Other benefits (tuition reimb., OBP, parking)	176,967	161,979	165,579	169,692	166,250
<b>SUBTOTAL - Salaries and Benefits</b>		<b>8,629,585</b>	<b>8,460,637</b>	<b>8,813,440</b>	<b>9,540,343</b>	<b>9,471,616</b>
<b>Services and Supplies</b>						
920599	Dues and memberships	19,700	19,678	18,970	20,140	18,240
920699	Office expense	-	-	-	-	500
921702	Meals / food	408	-	-	-	-
921704	Special events / employee appreciation	-	313	18	-	250
922399	Library purchases and subscriptions	205,568	176,972	181,008	166,204	96,000
929210	Private car mileage	1,236	163	224	200	200
929299	Travel - in-state	1,095	1,284	799	844	-
933101	Tuition and registration fees	5,465	9,568	4,531	4,617	-
999910	Prior year expense adjustments	-	-	-	355	-
<b>SUBTOTAL - Services and Supplies</b>		<b>233,472</b>	<b>207,979</b>	<b>205,549</b>	<b>192,360</b>	<b>115,190</b>
<b>TOTAL EXPENDITURES</b>		<b>8,863,056</b>	<b>8,668,615</b>	<b>9,018,989</b>	<b>9,732,703</b>	<b>9,586,806</b>

### STAFFING HISTORY BY CLASSIFICATION

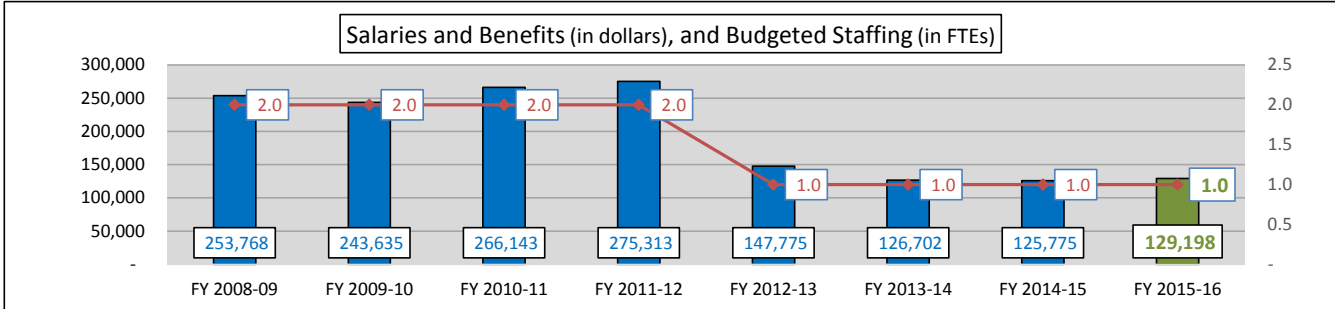
Classification	Auth.		Auth.		Auth.		Auth.		Auth.	
	Positions	FTEs	Positions	FTEs	Positions	FTEs	Positions	FTEs	Positions	FTEs
Associate Research Attorney	4	4.0	3	3.0	-	-	-	-	-	-
Office Assistant	1	1.0	1	1.0	1	1.0	1	1.0	-	-
Paralegal	-	-	1	0.8	1	0.8	-	-	1	0.8
Research Attorney	10	10.0	14	14.0	17	17.0	21	20.8	19	19.0
Senior Research Attorney	32	31.8	28	28.0	29	29.0	27	26.5	29	28.5
Staff Specialist	1	1.0	-	-	-	-	-	-	-	-
<b>TOTAL STAFFING</b>	<b>48</b>	<b>47.8</b>	<b>47</b>	<b>46.8</b>	<b>48</b>	<b>47.8</b>	<b>49</b>	<b>48.3</b>	<b>49</b>	<b>48.3</b>

## Media and Community Relations (302510)

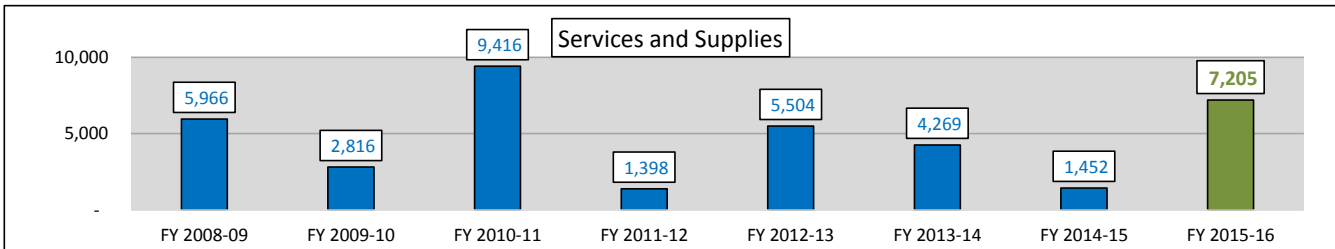
### Mission Statement

Media and Community Relations is responsible for the Court's public affairs programs, which include media relations, community outreach, education, government affairs, internal communications, responding to public records requests, and special projects as assigned by the Court's executive officers, the Judicial Council, and judicial leadership.

### FY 2015-16 APPROVED BUDGET



There are no significant changes to the salaries and benefits budget in FY 2015-16.



In FY 2014-15, the cost center did not fully expend its office supplies, advertising, printing, meals, and library purchases and subscriptions budgets.

Public Information Officer

**Gwen Vieau**  
(657) 622-7097

Financial Planning Analyst

**Katrina Coreces**  
(657) 622-7739

## Media and Community Relations (302510)

		FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
<b>EXPENDITURE HISTORY BY GL ACCOUNT</b>						
GL Account No.	GL Description	Actual	Actual	Actual	Actual	BUDGET
<b>Salaries and Benefits</b>						
900301	Salaries - permanent, non-judicial personnel	192,931	75,849	80,424	80,409	82,779
900320	Lump sum payouts (vacation, sick leave cash outs)	-	31,794	-	-	-
908301	Overtime	139	692	3,235	-	-
910302	Medicare	2,842	1,641	1,261	1,208	1,200
910401	Dental insurance	895	977	1,157	1,134	1,128
910501	Health insurance	15,954	8,815	9,243	8,444	8,813
910503	Retiree health benefits	5,017	2,893	3,190	2,871	2,897
910604	Retirement - non-judicial staff	52,364	19,413	24,164	27,745	28,459
913301	Unemployment insurance	521	284	-	-	-
913501	Life insurance	140	179	225	161	108
913502	Long-term disability (LTD) insurance	361	262	281	281	290
913503	Accidental death and dismemberment (AD&D) insurance	22	21	22	22	24
913699	Other insurance (e.g. vision)	626	(2)	-	-	-
913899	Other benefits (tuition reimb., OBP, parking)	3,500	4,958	3,500	3,500	3,500
	<b>SUBTOTAL - Salaries and Benefits</b>	<b>275,313</b>	<b>147,775</b>	<b>126,702</b>	<b>125,775</b>	<b>129,198</b>
<b>Services and Supplies</b>						
920699	Office expense	362	1,695	1,946	420	3,000
921599	Advertising expense	-	979	(19)	-	1,000
921702	Meals / food	745	768	768	560	1,000
921704	Special events / employee appreciation	-	-	-	-	5
922399	Library purchases and subscriptions	291	730	610	472	1,000
922699	Equipment - under \$5,000	-	-	844	-	-
924599	Printing	-	-	86	-	1,000
929210	Private car mileage	-	45	34	-	200
929299	Travel - in-state	-	60	-	-	-
943502	IT - software and license fees	-	1,227	-	-	-
	<b>SUBTOTAL - Services and Supplies</b>	<b>1,398</b>	<b>5,504</b>	<b>4,269</b>	<b>1,452</b>	<b>7,205</b>
	<b>TOTAL EXPENDITURES</b>	<b>276,711</b>	<b>153,279</b>	<b>130,972</b>	<b>127,227</b>	<b>136,403</b>

### STAFFING HISTORY BY CLASSIFICATION

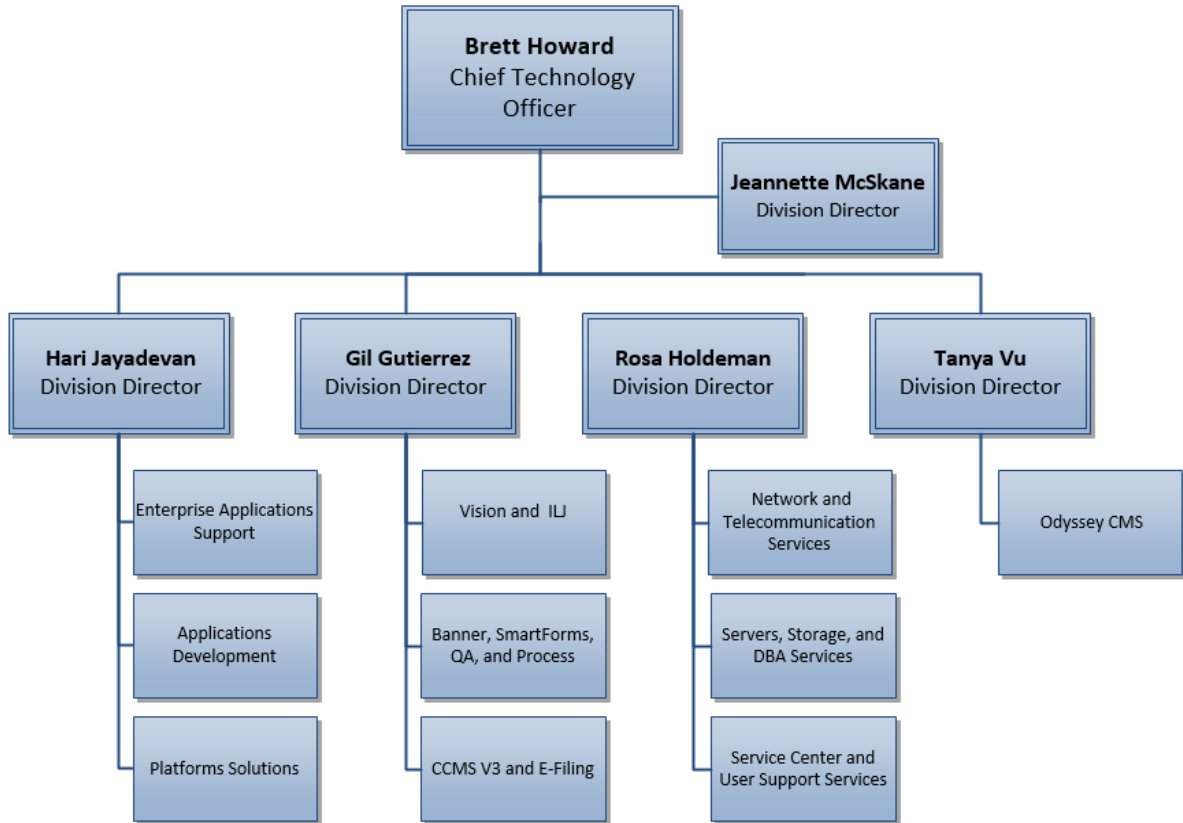
Classification	Auth.		Auth.		Auth.		Auth.		Auth.	
	Positions	FTEs	Positions	FTEs	Positions	FTEs	Positions	FTEs	Positions	FTEs
Administrative Analyst II	-	-	1	1.0	1	1.0	-	-	-	-
Principal Administrative Analyst	1	1.0	-	-	-	-	-	-	-	-
Program Coordinator/Specialist	1	1.0	-	-	-	-	-	-	-	-
Senior Administrative Analyst	-	-	-	-	-	-	1	1.0	1	1.0
<b>TOTAL STAFFING</b>	<b>2</b>	<b>2.0</b>	<b>1</b>	<b>1.0</b>	<b>1</b>	<b>1.0</b>	<b>1</b>	<b>1.0</b>	<b>1</b>	<b>1.0</b>



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**COURT TECHNOLOGY SERVICES  
DEPARTMENT**

# COURT TECHNOLOGY SERVICES DEPARTMENT



*The mission of Court Technology Services is to deliver business value through the introduction of new technology-enabled solutions; effectively and efficiently manage existing technology services and solutions; and establish and implement against a technology plan that balances court needs, industry trends, and Judicial Council directions.*

## FY 2015-16 Approved Budget

Financing Sources		Expenditures	
Revenue and reimbursements	101,590	Salaries and benefits	16,854,481
OCSC General Fund	25,568,692	Services and supplies	8,815,801
<b>TOTAL FINANCING SOURCES</b>	<b>25,670,282</b>	<b>TOTAL EXPENDITURES</b>	<b>25,670,282</b>

## Expenditure Trends

	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 APPROVED
Salaries and benefits	15,936,555	15,837,068	17,435,812	16,431,396	16,854,481
Services and supplies	7,585,159	6,716,355	11,970,764	6,671,427	8,815,801
<b>TOTAL EXPENDITURES</b>	<b>23,521,713</b>	<b>22,553,423</b>	<b>29,406,576</b>	<b>23,102,822</b>	<b>25,670,282</b>

## Staffing Trends

	FY 2011-12 Budget	FY 2012-13 Budget	FY 2013-14 Budget	FY 2014-15 Budget	FY 2015-16 APPROVED
AUTHORIZED POSITIONS	125	121	128	123	120
<b>BUDGETED STAFFING (FTEs)</b>	<b>124.9</b>	<b>117.9</b>	<b>126.6</b>	<b>121.4</b>	<b>119.6</b>



# COURT TECHNOLOGY SERVICES DEPARTMENT

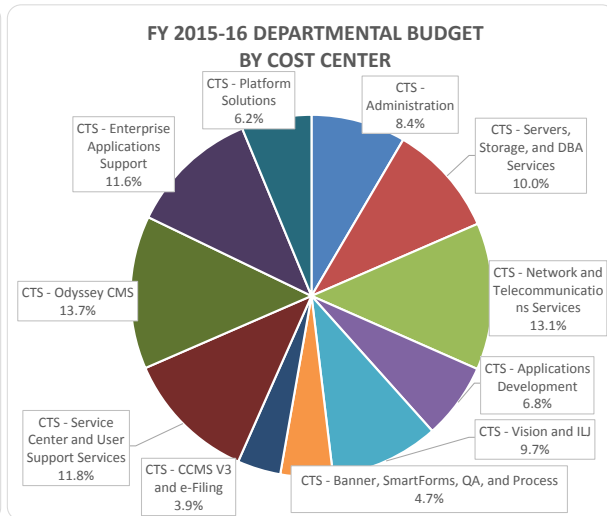
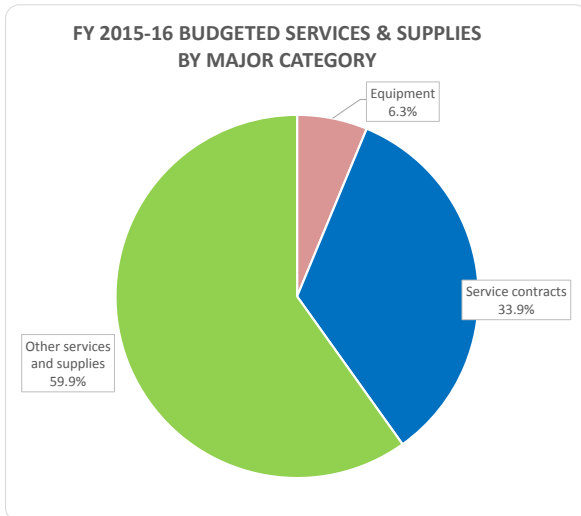
		FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
<b>EXPENDITURE HISTORY BY COST CENTER</b>						
CC No.	Cost Center	Actual	Actual	Actual	Actual	BUDGET
303100	CTS - Administration	1,313,960	1,399,058	1,274,861	1,261,911	2,169,036
302400	Program Management Office	2,049,003	1,430,623	-	-	-
303210	CTS - Infrastructure and End-User Support Services	207,466	204,591	213,933	209,856	-
303220	CTS - Phones and Special Projects	693,807	1,231,158	509,819	(5,927)	-
303230	CTS - Servers, Storage, and DBA Services	1,572,640	1,316,609	1,417,422	1,354,027	2,575,431
303240	CTS - Database Administration	430,688	421,581	319,341	(121)	-
303250	CTS - Network and Telecommunications Services	2,184,698	2,364,968	2,540,038	2,956,284	3,368,841
303310	CTS - DMS, Smartforms and Legacy CMS	199,865	201,399	221,278	202,846	-
303320	CTS - Departmental Applications Support	1,100,037	678,175	1,484,920	1,250,744	-
303330	CTS - Applications Development	865,724	859,479	1,006,705	1,198,185	1,740,093
303340	CTS - Vision and ILJ	2,004,895	1,477,395	2,073,553	2,245,687	2,493,329
303410	CTS - Web Application Development and Support Divis	191,579	187,172	209,393	171,194	-
303420	CTS - Document Management Systems	1,050,568	888,421	1,211,376	1,021,874	-
303430	CTS - Banner, SmartForms, QA, and Process	846,873	514,324	1,272,264	1,349,715	1,199,045
303440	CTS - CCMS V3 and e-Filing	1,226,184	1,550,381	1,422,611	951,457	993,312
303510	CTS - Technology Services	200,090	203,953	193,202	-	-
303520	CTS - Judicial and BPR Support	552,866	457,678	-	-	-
303530	CTS - Service Center and User Support Services	2,830,141	2,569,905	3,950,042	2,815,589	3,040,941
303540	CTS - Odyssey CMS	365,864	1,009,367	5,713,027	3,151,850	3,508,975
303550	CTS - Enterprise Applications Support	1,467,902	1,102,657	2,306,839	1,717,939	2,978,032
303610	CTS - QA and ECE Program Office	383,475	560,073	516,295	-	-
303620	CTS - Integrated Law and Justice	98,082	306,768	-	-	-
303630	CTS - Platform Solutions	790,334	851,723	783,234	1,250,125	1,603,247
303640	CTS - Web Support	894,974	765,966	766,423	(416)	-
<b>TOTAL</b>		<b>23,521,713</b>	<b>22,553,423</b>	<b>29,406,576</b>	<b>23,102,822</b>	<b>25,670,282</b>

## STAFFING HISTORY BY COST CENTER

CC No.	Cost Center	Auth.		Auth.		Auth.		Auth.		Auth.	
		Positions	FTEs	Positions	FTEs	Positions	FTEs	Positions	FTEs	Positions	FTEs
303100	CTS - Administration	5	5.0	6	6.0	5	5.0	7	6.5	9	9.0
302400	Program Management Office	14	14.0	9	8.5	-	-	-	-	-	-
303210	CTS - Infrastructure and End-User Support Services	1	1.0	1	1.0	1	1.0	1	1.0	-	-
303220	CTS - Phones and Special Projects	4	4.0	2	2.0	2	1.0	-	-	-	-
303230	CTS - Servers, Storage, and DBA Services	4	4.0	4	4.0	3	3.0	7	6.8	11	11.0
303240	CTS - Database Administration	3	3.0	3	3.0	2	2.0	-	-	-	-
303250	CTS - Network and Telecommunications Services	7	7.0	7	5.8	5	5.0	7	6.8	8	8.0
303310	CTS - DMS, Smartforms and Legacy CMS	1	1.0	1	1.0	1	1.0	1	1.0	-	-
303320	CTS - Departmental Applications Support	5	5.0	3	3.0	5	5.0	7	7.0	-	-
303330	CTS - Applications Development	4	4.0	6	6.0	4	4.0	7	7.0	10	10.0
303340	CTS - Vision and ILJ	9	9.0	12	12.0	11	11.0	11	11.0	13	13.0
303410	CTS - Web Application Development and Support Division	1	1.0	1	1.0	1	1.0	1	1.0	-	-
303420	CTS - Document Management Systems	2	2.0	3	3.0	4	4.0	4	4.0	-	-
303430	CTS - Banner, SmartForms, QA, and Process	5	5.0	4	4.0	7	7.0	9	9.0	8	8.0
303440	CTS - CCMS V3 and e-Filing	7	7.0	12	11.6	11	10.6	7	6.6	7	6.6
303510	CTS - Technology Services	1	1.0	1	1.0	1	1.0	-	-	-	-
303520	CTS - Judicial and BPR Support	4	4.0	4	4.0	-	-	-	-	-	-
303530	CTS - Service Center and User Support Services	20	19.9	18	17.0	17	17.0	18	18.0	17	17.0
303540	CTS - Odyssey CMS	6	6.0	3	3.0	24	24.0	20	20.0	17	17.0
303550	CTS - Enterprise Applications Support	9	9.0	7	7.0	5	5.0	8	7.8	9	9.0
303610	CTS - QA and ECE Program Office	2	2.0	3	3.0	6	6.0	-	-	-	-
303620	CTS - Integrated Law and Justice	1	1.0	1	1.0	-	-	-	-	-	-
303630	CTS - Platform Solutions	5	5.0	4	4.0	8	8.0	8	8.0	11	11.0
303640	CTS - Web Support	5	5.0	6	6.0	5	5.0	-	-	-	-
<b>TOTAL</b>		<b>125</b>	<b>124.9</b>	<b>121</b>	<b>117.9</b>	<b>128</b>	<b>126.6</b>	<b>123</b>	<b>121.4</b>	<b>120</b>	<b>119.6</b>

# COURT TECHNOLOGY SERVICES DEPARTMENT

		FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
EXPENDITURE HISTORY BY GL ACCOUNT						
GL Account No.	GL Description	Actual	Actual	Actual	Actual	BUDGET
<b>Salaries and Benefits</b>						
900301	Salaries - permanent, non-judicial personnel	10,833,244	10,875,217	10,891,988	10,410,603	11,034,115
900320	Lump sum pay outs (vacation, sick leave cash outs)	219,945	120,303	219,850	160,347	-
900328	Other pay (on call, differentials, VSIP)	61,583	95,968	70,589	55,857	50,000
903301	Extra help	194,636	24,871	169,943	86,791	46,986
908301	Overtime	83,723	162,202	946,579	401,545	101,941
910302	Medicare	157,275	156,676	171,249	155,160	160,012
910401	Dental insurance	24,506	29,122	27,239	23,600	27,072
910501	Health insurance	1,086,632	1,120,959	1,211,093	1,170,562	1,263,580
910503	Retiree health benefits	286,834	419,978	435,365	374,401	386,201
910604	Retirement - non-judicial staff	2,789,268	2,636,782	3,123,198	3,442,613	3,625,356
913301	Unemployment insurance	30,826	29,178	-	-	-
913501	Life insurance	3,891	4,748	5,388	3,496	2,664
913502	Long-term disability (LTD) insurance	8,964	10,788	9,974	8,921	10,324
913503	Accidental death and disability (AD&D) insurance	607	568	518	464	576
913699	Other insurance (vision)	60,746	57,292	61,339	59,262	59,654
913899	Other benefits (tuition reimb., OBP, parking)	93,875	92,417	91,500	77,775	86,000
	<b>SUBTOTAL - Salaries and Benefits</b>	<b>15,936,555</b>	<b>15,837,068</b>	<b>17,435,812</b>	<b>16,431,396</b>	<b>16,854,481</b>
<b>Services and Supplies</b>						
920599	Dues and memberships	58,050	60,045	800	59,300	72,695
920699	Office expense	1,119	2,986	32,956	364	3,700
921599	Advertising expense	748	822	953	941	950
921702	Meals / food	1,889	950	257	863	2,000
921704	Special events / employee appreciation	-	1,390	588	344	605
922399	Library purchases and subscriptions	1,682	813	651	1,559	3,600
922603	Equipment - office furniture	-	1,928	-	11,719	-
922611	Equipment - computers	9,946	24,202	1,209,392	42,627	31,000
922612	Equipment - printers	41,678	-	-	-	-
922699	Equipment - under \$5,000	14,397	19,842	99,150	27,088	77,412
922899	Equipment - maintenance and repairs	2,790	(2,768)	151	-	19,000
923999	General expense - service	1,371	-	2,851	2,401	-
925101	Telecommunications	1,001,327	1,193,103	1,456,958	1,604,311	1,887,975
925103	Cell phones/pagers	-	-	78	-	-
929210	Private car mileage	12,555	9,798	11,882	7,825	12,650
929299	Travel - in-state	8,205	6,986	7,177	6,935	-
931101	Travel - out-of-state	322	2,775	1,646	2,006	-
933101	Tuition and registration fees	25,298	69,344	101,216	49,172	-
935699	Alteration expenses	-	-	3,429	-	-
938401	General consultant and professional services	474,389	391,662	11,512	70,000	6,200
938404	Administrative services contracts	50,408	54,615	59,000	60,685	80,190
939401	Legal services	-	-	4,682	3,917	14,000
942901	County-provided services	110,009	116,177	116,566	161,912	129,156
943201	IT - maintenance, repairs, and supplies	751,042	628,515	1,091,142	690,018	1,116,609
943301	IT - commercial contracts	2,485,688	1,321,797	1,123,419	1,220,531	1,640,162
943502	IT - software and license fees	1,858,491	2,081,036	5,139,503	2,581,940	3,293,241
945301	Major equipment - non-IT	90,581	-	11,878	-	219,000
946601	Major equipment - IT	566,395	749,085	1,485,149	136,368	205,656
971002	Interest expense	16,779	2,437	-	-	-
992001	Departmental indirect allocations	-	-	(2,220)	-	-
999910	Prior year expense adjustments	-	(21,184)	-	(71,398)	-
	<b>SUBTOTAL - Services and Supplies</b>	<b>7,585,159</b>	<b>6,716,355</b>	<b>11,970,764</b>	<b>6,671,427</b>	<b>8,815,801</b>
	<b>TOTAL EXPENDITURES</b>	<b>23,521,713</b>	<b>22,553,423</b>	<b>29,406,576</b>	<b>23,102,822</b>	<b>25,670,282</b>





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# CTS - Administration (303100)

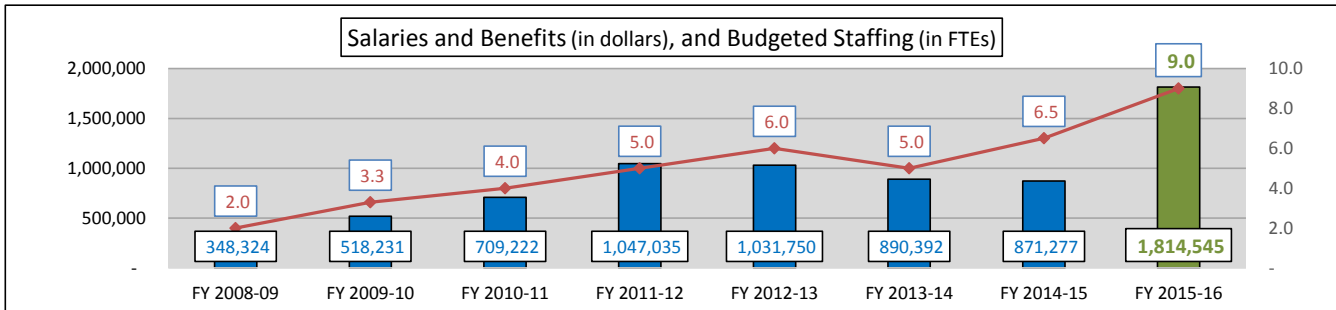
## Mission Statement

The mission of Court Technology Services (CTS) is to deliver business value through the introduction of new technology-enabled solutions, effectively and efficiently manage existing technology services and solutions, and establish and implement against a technology plan that balances court needs, industry trends, and Judicial Council directions.

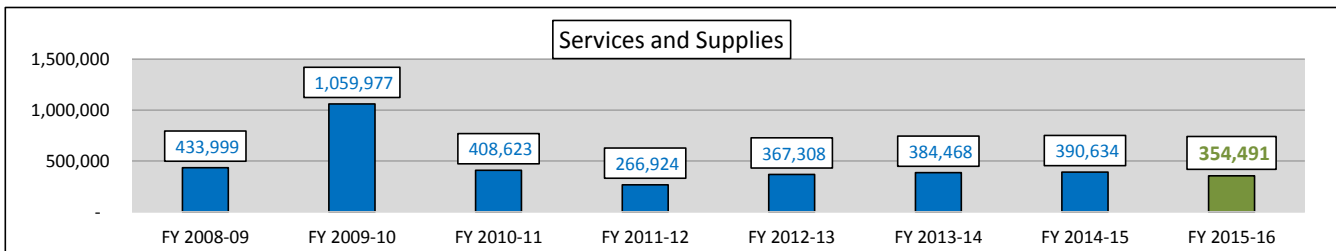
## FY 2015-16 Goals and Objectives

- » Effectively manage the delivery of courtwide technology services. Objectives: Deploy and ensure support of a common infrastructure that meets the Court's needs; forecast and budget to deliver appropriate services.
- » Guide technology decision-making to ensure consistency with the Court's business direction. Objectives: Implement and maintain effective information technology (IT) governance; ensure IT investments are aligned with the Court's Strategic Plan, business priorities, and IT standards.
- » Ensure a skilled, responsive, and innovative staff that keeps current with evolving business-critical technologies. Objectives: Promote staff training and development; hire and retain highly qualified staff.
- » Provide high quality customer service. Objectives: Establish and meet customer expectations in delivery courtwide technology services and assist them in identifying opportunities to introduce new technology; ensure that all customers have easy access to accurate and timely court information and services via the internet and intranet.

## FY 2015-16 APPROVED BUDGET



In FY 2014-15, this cost center had two positions - one Court Technology Director and one Principal Administrative Analyst - that remained vacant for the entire fiscal year. These positions were budgeted at 0.75 FTE each. In addition, an Administrative Assistant position was vacant for most of the year. In FY 2015-16, the Administrative Assistant position was deleted; three Court Technology Director positions were transferred from cost centers 303210, 303310, and 303410 to this cost center; and the Principal Analyst position was converted to another Court Technology Director position. A fifth Court Technology Director position remains vacant.



The decrease in the FY 2015-16 services and supplies budget is due to lower chargeback costs of Network Access Services provided by the County of Orange.

## FY 2014-15 ACCOMPLISHMENTS

» Improved the overall effectiveness and efficiency of court operations through the implementation of: Employee Master Index (Phase One), eCitation onboarding implementations with justice partners, computer replacement, optical to magnetic storage and retrieval migration, Electronic Legal Filing (ELF) Lite, automated trailing trial list, eService, civil limited Reserve a Court Date, exhibit tracking, hand-held scanner for Jury Services, Microsoft Dynamics (CRM) for Self-Help Services and Human Resources, e-Warrants, Criminal Defense Attorney Portal registration module, mobile-friendly website.

Chief Information Officer  
**Brett Howard**  
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Financial Planning Analyst  
**Katrina Coreces**  
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## CTS - Administration (303100)

		FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
<b>EXPENDITURE HISTORY BY GL ACCOUNT</b>						
GL Account No.	GL Description	Actual	Actual	Actual	Actual	BUDGET
<b>Salaries and Benefits</b>						
900301	Salaries - permanent, non-judicial personnel	606,006	663,421	558,979	555,871	1,190,025
900320	Lump sum payouts (vacation, sick leave cash outs)	20,734	32,443	20,966	9,942	-
900328	Other pay (on call, differentials, VSIP)	7	5,999	2,500	-	-
903301	Extra help	112,059	14,796	1,310	-	-
908301	Overtime	625	624	21,753	6,862	-
910302	Medicare	10,590	10,464	8,761	8,214	17,256
910401	Dental insurance	4,799	5,806	4,541	4,892	10,152
910501	Health insurance	72,926	76,904	61,915	58,768	107,406
910503	Retiree health benefits	15,831	25,331	22,181	19,836	41,651
910604	Retirement - non-judicial staff	176,940	170,641	164,259	187,963	409,130
913301	Unemployment insurance	1,998	1,872	-	-	-
913501	Life insurance	808	926	992	756	1,044
913502	Long-term disability (LTD) insurance	1,830	2,337	1,736	1,879	4,165
913503	Accidental death and dismemberment (AD&D) insurance	127	121	96	104	216
913699	Other insurance (e.g. vision)	2,258	565	653	187	-
913899	Other benefits (tuition reimb., OBP, parking)	19,500	19,500	19,750	16,000	33,500
<b>SUBTOTAL - Salaries and Benefits</b>		<b>1,047,035</b>	<b>1,031,750</b>	<b>890,392</b>	<b>871,277</b>	<b>1,814,545</b>

<b>Services and Supplies</b>						
920599	Dues and memberships	58,050	59,550	500	59,300	72,200
920699	Office expense	-	56	-	-	3,000
921702	Meals / food	938	950	257	863	2,000
921704	Special events / employee appreciation	-	540	11	20	45
922399	Library purchases and subscriptions	-	-	-	-	3,000
922603	Equipment - office furniture	-	1,251	-	-	-
922611	Equipment - computers	-	651	-	-	-
922699	Equipment - under \$5,000	-	-	2,273	-	1,300
923999	General expense - service	571	-	-	-	-
925101	Telecommunications	(19,874)	-	-	-	-
929210	Private car mileage	305	423	144	198	2,000
929299	Travel - in-state	3,487	4,828	3,186	3,610	-
931101	Travel - out-of-state	322	691	427	941	-
933101	Tuition and registration fees	-	53,099	48,000	350	-
938404	Administrative services contracts	47,408	51,615	59,000	60,685	80,190
942901	County-provided services	110,009	116,177	116,566	161,912	129,156
943301	IT - commercial contracts	23,708	24,662	67,585	83,232	61,600
943502	IT - software and license fees	42,000	52,815	86,520	-	-
999910	Prior year expense adjustments	-	-	-	19,524	-
<b>SUBTOTAL - Services and Supplies</b>		<b>266,924</b>	<b>367,308</b>	<b>384,468</b>	<b>390,634</b>	<b>354,491</b>
<b>TOTAL EXPENDITURES</b>		<b>1,313,960</b>	<b>1,399,058</b>	<b>1,274,861</b>	<b>1,261,911</b>	<b>2,169,036</b>

### STAFFING HISTORY BY CLASSIFICATION

Classification	Auth.		Auth.		Auth.		Auth.		Auth.	
	Positions	FTEs	Positions	FTEs	Positions	FTEs	Positions	FTEs	Positions	FTEs
Administrative Analyst II	1	1.0	1	1.0	1	1.0	1	1.0	1	1.0
Administrative Assistant II	-	-	-	-	1	1.0	1	1.0	-	-
Court Administrator	1	1.0	1	1.0	1	1.0	1	1.0	1	1.0
Court Technology Director	-	-	-	-	-	-	1	0.8	5	5.0
Deputy Court Executive Officer	1	1.0	1	1.0	1	1.0	1	1.0	1	1.0
Executive Assistant	1	1.0	1	1.0	1	1.0	1	1.0	1	1.0
Principal Administrative Analyst	-	-	-	-	-	-	1	0.8	-	-
Senior Research Attorney	-	-	1	1.0	-	-	-	-	-	-
Superior Court Manager	1	1.0	1	1.0	-	-	-	-	-	-
<b>TOTAL STAFFING</b>	<b>5</b>	<b>5.0</b>	<b>6</b>	<b>6.0</b>	<b>5</b>	<b>5.0</b>	<b>7</b>	<b>6.5</b>	<b>9</b>	<b>9.0</b>

## CTS - Servers, Storage, and DBA Services (303230)

### Mission Statement

Servers, Storage, and DBA Administration Units will continue to promote the Court's IT goals and objectives by maintaining, designing, and improving the Court's servers infrastructure, storage infrastructure, and relational databases. The units will continue to provide optimal support to the Court's network, case management, and application development units that rely upon the units' servers, storage, and databases. As the Odyssey Case Management System (CMS) expands, the units will ensure its success by providing system resources, troubleshooting, and database support. The units are in the process of upgrading the Court's legacy Sun servers and will begin migrating critical applications and Oracle databases to them this fiscal year.

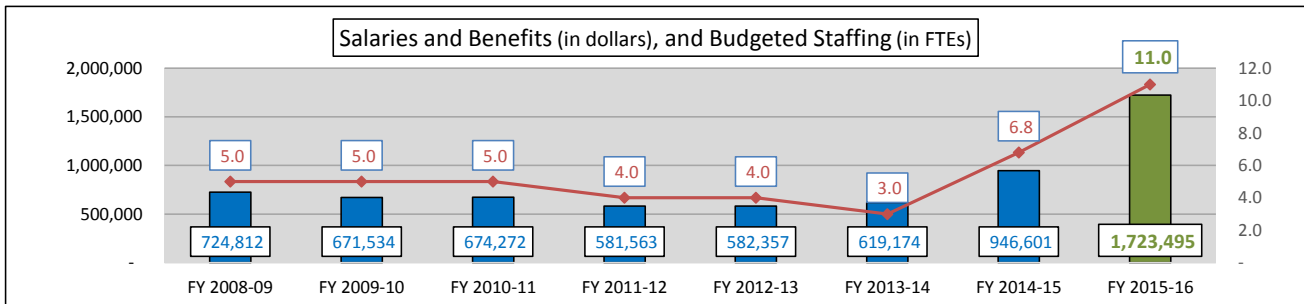
### FY 2015-16 Goals and Objectives

- » Retire older IBM servers and storage and replace with new Sun T5 servers and NetApp storage.
- » Work with the V3 team to migrate the application to the new Sun Servers and update to the latest R13 patch.
- » Work with the imaging team to upgrade and move the P8 application to the new Sun T5 servers.
- » Continue to assist with the deployments of Dynamic CRM, Exhibits Management System, and the new CMS for Family Law and Juvenile.
- » Work on hardware and software refresh project where older hardware and software will be replaced, including all of the Windows 2003 servers and TMG servers. Continue researching for implementing an enterprise backup solution.
- » Work with the Help Desk team in implementing Virtual Desktop Infrastructures (VDI) for up to 400 users at the Court
- » Revisit existing security vulnerability scans methodology, implement and enhance with new security assessment tools for infrastructure and applications

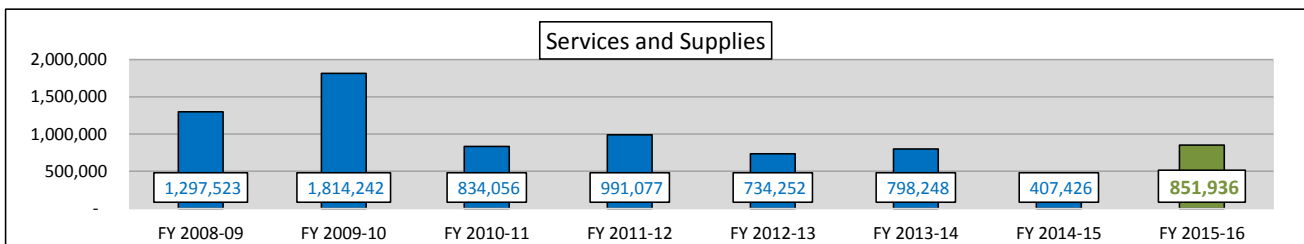
### Performance Measures

- » Prepare project plans for keeping track of the project and address any gaps/delays.
- » Keep track of the Footprint tickets/change requests and ensure quicker turn around.

### FY 2015-16 APPROVED BUDGET



In FY 2014-15, one Systems Administrator position was vacant for the entire fiscal year. This position was budgeted at 0.75 FTE. In FY 2015-16, three Network Administrators were transferred from cost center 303550 and one from cost center 303530.



Several software maintenance contracts formerly in cost center 303550 are now under this cost center. In addition, two major equipment purchases were authorized for this cost center - one is for a solution to back up data stored at the AT&T Data Center in Irvine, and one is for an additional T5-2 server to create redundancy for the Court's Solaris environment.

### FY 2014-15 ACCOMPLISHMENTS

- » Maintained high level of service supporting all Case Management application servers that include Vision, V3, and Banner
- » Oracle 11g upgrades: Vision, V3, P8
- » Moved shared data and virtual servers to new NetApp SAN and Cisco blade servers
- » Decommissioned older IBM hardware that was replaced with Cisco blade servers
- » Maintained high level of support for VMWare virtual environment, Cisco servers, and NetApp storage environments

Court Technology Manager  
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Financial Planning Analyst  
**Katrina Coreces**  
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## CTS - Servers, Storage, and DBA Services (303230)

		FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
<b>EXPENDITURE HISTORY BY GL ACCOUNT</b>						
GL Account No.	GL Description	Actual	Actual	Actual	Actual	BUDGET
<b>Salaries and Benefits</b>						
900301	Salaries - permanent, non-judicial personnel	421,957	407,792	378,879	599,879	1,112,006
900320	Lump sum payouts (vacation, sick leave cash outs)	6,602	-	37,559	1,928	-
900328	Other pay (on call, differentials, VSIP)	51	250	694	386	-
908301	Overtime	2,003	23,969	37,534	67,534	80,000
910302	Medicare	6,140	6,150	6,578	9,718	16,125
910401	Dental insurance	29	-	1,116	612	1,128
910501	Health insurance	27,525	29,668	26,982	42,572	103,046
910503	Retiree health benefits	11,036	15,538	15,120	21,605	38,920
910604	Retirement - non-judicial staff	102,558	95,448	109,018	196,587	361,934
913301	Unemployment insurance	1,161	1,129	-	-	-
913501	Life insurance	6	-	217	111	108
913502	Long-term disability (LTD) insurance	13	-	409	249	464
913503	Accidental death and dismemberment (AD&D) insurance	1	-	21	12	24
913699	Other insurance (e.g. vision)	2,482	2,413	1,545	3,132	6,240
913899	Other benefits (tuition reimb., OBP, parking)	-	-	3,500	2,275	3,500
	<b>SUBTOTAL - Salaries and Benefits</b>	<b>581,563</b>	<b>582,357</b>	<b>619,174</b>	<b>946,601</b>	<b>1,723,495</b>
<b>Services and Supplies</b>						
921702	Meals / food	40	-	-	-	-
921704	Special events / employee appreciation	-	40	8	20	55
922399	Library purchases and subscriptions	-	-	-	511	400
922611	Equipment - computers	-	-	-	4,606	1,000
922699	Equipment - under \$5,000	404	-	-	-	-
929210	Private car mileage	-	-	153	91	500
933101	Tuition and registration fees	-	-	9,913	18,080	-
938401	General consultant and professional services	46,114	-	-	-	-
943201	IT - maintenance, repairs, and supplies	317,086	222,240	299,606	163,514	294,821
943301	IT - commercial contracts	26,222	945	104,387	103,978	50,000
943502	IT - software and license fees	161,567	71,383	54,571	104,889	420,160
946601	Major equipment - IT	422,865	437,207	329,611	11,737	85,000
971002	Interest expense	16,779	2,437	-	-	-
	<b>SUBTOTAL - Services and Supplies</b>	<b>991,077</b>	<b>734,252</b>	<b>798,248</b>	<b>407,426</b>	<b>851,936</b>
	<b>TOTAL EXPENDITURES</b>	<b>1,572,640</b>	<b>1,316,609</b>	<b>1,417,422</b>	<b>1,354,027</b>	<b>2,575,431</b>

### STAFFING HISTORY BY CLASSIFICATION

Classification	Auth.		Auth.		Auth.		Auth.		Auth.	
	Positions	FTEs	Positions	FTEs	Positions	FTEs	Positions	FTEs	Positions	FTEs
Court Technology Manager	-	-	-	-	-	-	1	1.0	1	1.0
Database Administrator I	-	-	-	-	-	-	2	2.0	2	2.0
Database Administrator II	-	-	-	-	-	-	1	1.0	1	1.0
Network Administrator I	-	-	-	-	-	-	-	-	1	1.0
Network Administrator II	-	-	-	-	-	-	-	-	2	2.0
Network Administrator III	-	-	-	-	-	-	-	-	1	1.0
Systems Administrator I	2	2.0	1	1.0	1	1.0	1	0.8	1	1.0
Systems Administrator II	2	2.0	3	3.0	2	2.0	2	2.0	2	2.0
<b>TOTAL STAFFING</b>	<b>4</b>	<b>4.0</b>	<b>4</b>	<b>4.0</b>	<b>3</b>	<b>3.0</b>	<b>7</b>	<b>6.8</b>	<b>11</b>	<b>11.0</b>

## CTS - Network and Telecommunications Services (303250)

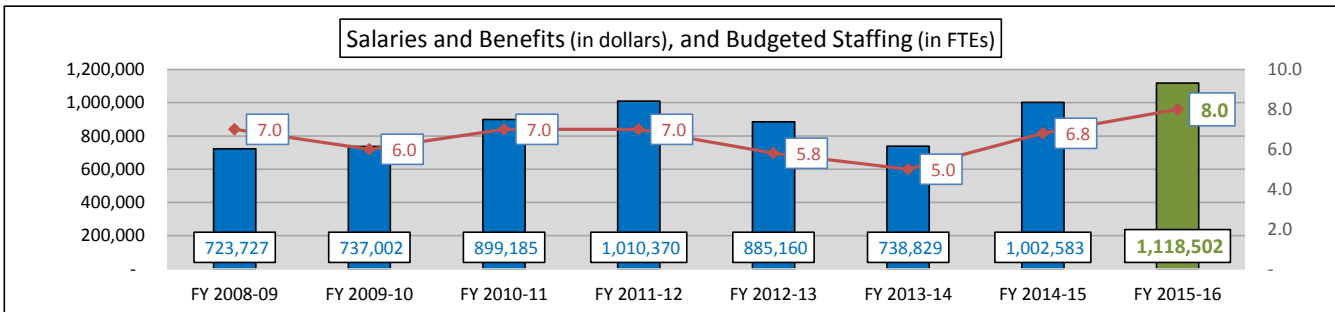
### Mission Statement

To ensure that the Court's data network is available for authorized access. Our responsibility is to provide data network services that are transparent to data network users/services while enhancing network features, providing ongoing daily operation, performing necessary periodic and emergency maintenance activities and ensuring effective data network security support for the Court's data and voice over Internet protocol (VoIP) physical network.

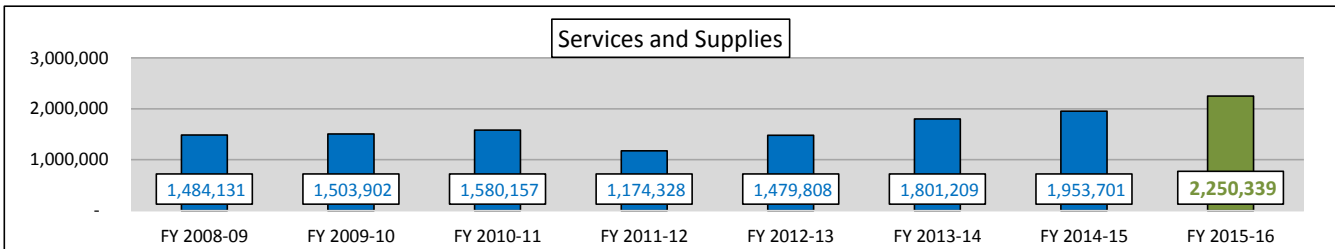
### FY 2015-16 Goals and Objectives

- » Continue to manage, support, maintain and enhance all court data communication circuits and ensure optimal throughput of transactions
- » Continue to manage, support, maintain and enhance the court data center facility and court facility location data closets
- » Continue to provide telecommunication services to support physical relocation changes of court judges, managers and support staff
- » Continue to ensure optimal operability of the court VoIP phone data network

### FY 2015-16 APPROVED BUDGET



In FY 2014-15, one position was budgeted at 0.8 FTE. In FY 2015-16, one Help Desk Supervisor position was moved from cost center 303530 to this cost center.



The increase in the FY 2015-16 services and supplies budget is mainly due to higher costs in telecommunications circuits between the AT&T Data Center and the justice centers, and equipment maintenance.

### FY 2014-15 ACCOMPLISHMENTS

- » Upgraded court firewall systems to ensure protection against unauthorized access to the Court's data network
- » Acquired and 'built' new computing space at the court data center
- » Built and established new data network connectivity for the Superior Court Service Center

Court Technology Manager  
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Financial Planning Analyst  
**Katrina Coreces**  
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## CTS - Network and Telecommunications Services (303250)

		FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
<b>EXPENDITURE HISTORY BY GL ACCOUNT</b>						
GL Account No.	GL Description	Actual	Actual	Actual	Actual	BUDGET
<b>Salaries and Benefits</b>						
900301	Salaries - permanent, non-judicial personnel	678,832	578,191	460,571	620,998	717,627
900320	Lump sum payouts (vacation, sick leave cash outs)	20,173	7,857	1,928	598	-
900328	Other pay (on call, differentials, VSIP)	9,601	22,420	7,494	1,684	-
903301	Extra help	-	-	-	907	-
908301	Overtime	9,143	16,849	36,976	46,207	21,941
910302	Medicare	9,036	8,245	7,329	9,565	10,406
910401	Dental insurance	942	1,141	1,157	1,134	1,128
910501	Health insurance	79,302	75,199	66,731	87,266	99,567
910503	Retiree health benefits	18,288	22,657	18,353	22,168	25,119
910604	Retirement - non-judicial staff	175,152	143,524	131,839	204,329	234,293
913301	Unemployment insurance	1,968	1,688	-	-	-
913501	Life insurance	146	184	225	161	108
913502	Long-term disability (LTD) insurance	346	403	411	411	421
913503	Accidental death and dismemberment (AD&D) insurance	23	22	22	22	24
913699	Other insurance (e.g. vision)	3,919	3,281	2,293	3,634	4,368
913899	Other benefits (tuition reimb., OBP, parking)	3,500	3,500	3,500	3,500	3,500
<b>SUBTOTAL - Salaries and Benefits</b>		<b>1,010,370</b>	<b>885,160</b>	<b>738,829</b>	<b>1,002,583</b>	<b>1,118,502</b>
<b>Services and Supplies</b>						
920699	Office expense	-	39	-	-	-
921599	Advertising expense	-	-	-	941	950
921704	Special events / employee appreciation	-	-	13	-	40
922399	Library purchases and subscriptions	1,299	(99)	-	157	200
922699	Equipment - under \$5,000	-	10,350	24,599	18,128	9,000
923999	General expense - service	-	-	-	2,401	-
925101	Telecommunications	812,701	784,839	1,266,955	1,599,168	1,887,975
929210	Private car mileage	1,433	2,831	2,975	3,394	2,600
929299	Travel - in-state	-	6	34	124	-
933101	Tuition and registration fees	-	910	8,650	2,495	-
938401	General consultant and professional services	-	-	-	40,000	-
943201	IT - maintenance, repairs, and supplies	242,724	196,082	218,589	215,904	235,748
943301	IT - commercial contracts	(507)	-	53,515	92,376	59,320
943502	IT - software and license fees	25,644	172,972	70,452	21,295	19,008
945301	Major equipment - non-IT	-	-	11,878	-	-
946601	Major equipment - IT	91,035	311,878	143,549	-	35,498
999910	Prior year expense adjustments	-	-	-	(42,680)	-
<b>SUBTOTAL - Services and Supplies</b>		<b>1,174,328</b>	<b>1,479,808</b>	<b>1,801,209</b>	<b>1,953,701</b>	<b>2,250,339</b>
<b>TOTAL EXPENDITURES</b>		<b>2,184,698</b>	<b>2,364,968</b>	<b>2,540,038</b>	<b>2,956,284</b>	<b>3,368,841</b>

### STAFFING HISTORY BY CLASSIFICATION

Classification	Auth.		Auth.		Auth.		Auth.		Auth.	
	Positions	FTEs	Positions	FTEs	Positions	FTEs	Positions	FTEs	Positions	FTEs
Court Technology Manager	1	1.0	1	1.0	1	1.0	1	1.0	1	1.0
Network Administrator III	-	-	1	0.3	-	-	-	-	-	-
Network Telecommunications Engineer	2	2.0	2	2.0	2	2.0	1	1.0	1	1.0
Telecommunications Technician I	3	3.0	2	1.5	1	1.0	4	4.0	4	4.0
Telecommunications Technician II	1	1.0	1	1.0	1	1.0	-	-	1	1.0
User Support Technician II	-	-	-	-	-	-	1	0.8	-	-
Help Desk/User Support Supervisor	-	-	-	-	-	-	-	-	1	1.0
<b>TOTAL STAFFING</b>	<b>7</b>	<b>7.0</b>	<b>7</b>	<b>5.8</b>	<b>5</b>	<b>5.0</b>	<b>7</b>	<b>6.8</b>	<b>8</b>	<b>8.0</b>

# CTS - Applications Development (303330)

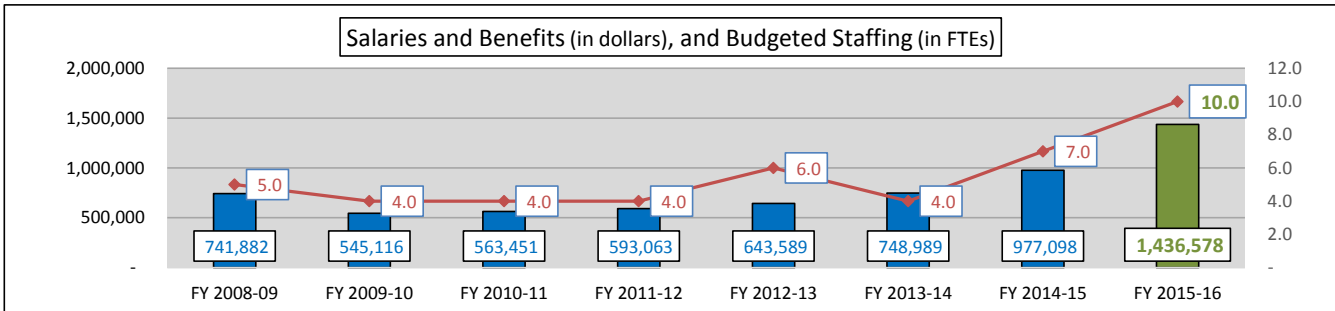
## Mission Statement

Develop, support, and maintain departmental and public-facing applications and interfaces to aid court departments in performing their jobs in a more effective and efficient manner.

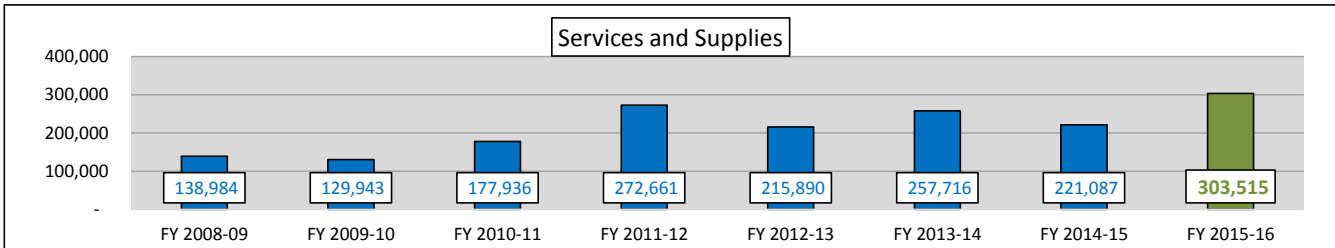
## FY 2015-16 Goals and Objectives

- » Continue to develop technical resources to support .NET systems
- » Continue to collaborate with Operations to streamline business processes by enhancing or developing new systems
- » Cross train staff to become familiar with and support other systems in the unit

## FY 2015-16 APPROVED BUDGET



The FY 2015-16 budgeted staffing includes one Business Systems Analyst and two Applications Developers transferred from the now-closed cost center 303320 and one Applications Developer transferred from cost center 303630. One limited term Applications Developer position was deleted.



The increase in the services and supplies budget in FY 2015-16 is due to the transfer of the VTI Intellitime contract from the now-closed cost center 303320 to this cost center, as well as a new contract for a .NET resource to enhance current systems.

## FY 2014-15 ACCOMPLISHMENTS

- » Deployed systems (Criminal ELF, iKiosks, District Attorney Interface) to support the Electronic Criminal Environment (ECE) initiative
- » Implemented Exhibit Management System

Court Technology Manager  
**Ryan Nguyen**  
 (657) 622-7649

Financial Planning Analyst  
**Katrina Coreces**  
 (657) 622-7739

## CTS - Applications Development (303330)

		FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
<b>EXPENDITURE HISTORY BY GL ACCOUNT</b>						
GL Account No.	GL Description	Actual	Actual	Actual	Actual	BUDGET
<b>Salaries and Benefits</b>						
900301	Salaries - permanent, non-judicial personnel	409,274	454,793	457,349	642,765	963,125
900320	Lump sum payouts (vacation, sick leave cash outs)	8,657	1,505	8,300	10,001	-
900328	Other pay (on call, differentials, VSIP)	-	-	253	-	-
908301	Overtime	6,946	654	73,698	17,110	-
910302	Medicare	6,093	6,520	7,725	9,605	13,968
910401	Dental insurance	942	1,080	1,157	1,134	1,128
910501	Health insurance	38,457	44,411	45,607	54,965	101,314
910503	Retiree health benefits	10,709	17,983	18,142	23,025	33,710
910604	Retirement - non-judicial staff	104,943	109,161	130,393	210,926	313,653
913301	Unemployment insurance	1,146	1,183	-	-	-
913501	Life insurance	146	176	225	161	108
913502	Long-term disability (LTD) insurance	347	388	419	419	432
913503	Accidental death and dismemberment (AD&D) insurance	23	20	22	22	24
913699	Other insurance (e.g. vision)	1,879	2,215	2,198	3,466	5,616
913899	Other benefits (tuition reimb., OBP, parking)	3,500	3,500	3,500	3,500	3,500
	<b>SUBTOTAL - Salaries and Benefits</b>	<b>593,063</b>	<b>643,589</b>	<b>748,989</b>	<b>977,098</b>	<b>1,436,578</b>
<b>Services and Supplies</b>						
921702	Meals / food	164	-	-	-	-
921704	Special events / employee appreciation	-	68	20	-	50
922399	Library purchases and subscriptions	25	-	43	-	-
922699	Equipment - under \$5,000	-	-	-	-	2,112
929210	Private car mileage	-	-	663	-	500
929299	Travel - in-state	369	1,025	447	-	-
943301	IT - commercial contracts	161,543	49,376	3,248	154,427	190,780
943502	IT - software and license fees	110,560	165,421	253,296	66,660	110,073
	<b>SUBTOTAL - Services and Supplies</b>	<b>272,661</b>	<b>215,890</b>	<b>257,716</b>	<b>221,087</b>	<b>303,515</b>
	<b>TOTAL EXPENDITURES</b>	<b>865,724</b>	<b>859,479</b>	<b>1,006,705</b>	<b>1,198,185</b>	<b>1,740,093</b>

### STAFFING HISTORY BY CLASSIFICATION

Classification	Auth.		Auth.		Auth.		Auth.		Auth.	
	Positions	FTEs	Positions	FTEs	Positions	FTEs	Positions	FTEs	Positions	FTEs
Applications Developer II	1	1.0	1	1.0	1	1.0	1	1.0	4	4.0
Applications Developer III	2	2.0	3	3.0	2	2.0	4	4.0	3	3.0
Business Systems Analyst II	-	-	-	-	-	-	1	1.0	2	2.0
Court Technology Manager	1	1.0	1	1.0	1	1.0	1	1.0	1	1.0
Technical Writer	-	-	1	1.0	-	-	-	-	-	-
<b>TOTAL STAFFING</b>	<b>4</b>	<b>4.0</b>	<b>6</b>	<b>6.0</b>	<b>4</b>	<b>4.0</b>	<b>7</b>	<b>7.0</b>	<b>10</b>	<b>10.0</b>

# CTS - Vision and ILJ (303340)

## Mission Statement

The Vision Technical Support team supports the activities of court users, executive management, and judicial officers by ensuring that Vision (Criminal and Traffic CMS) meets their needs. Objectives include preserving the integrity of the criminal and traffic databases, providing access to Vision data to support court activities, enhancing and improving the Vision application and data, providing technical expertise for Criminal/Traffic development and research projects, enhance the electronic interfaces with our justice partners that query and update our database, and working with court users to improve efficiency and accuracy of work processes.

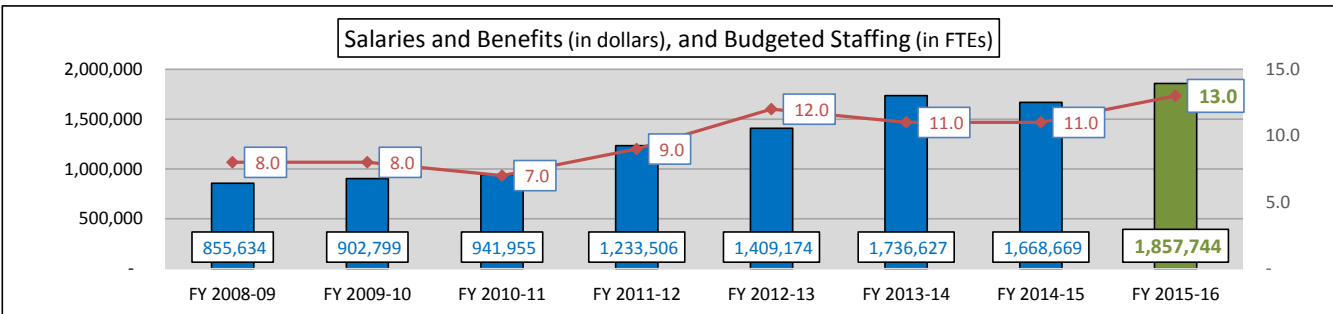
## FY 2015-16 Goals and Objectives

- » Keep Vision application and its interfaces running effectively
- » Execute projects and enhance the application to meet user requirements and legislative changes
- » Implement docket code configuration changes requested by users
- » Create ad-hoc reports requested by users to provide data needed for management decisions
- » Resolve support tickets created by users requesting application support

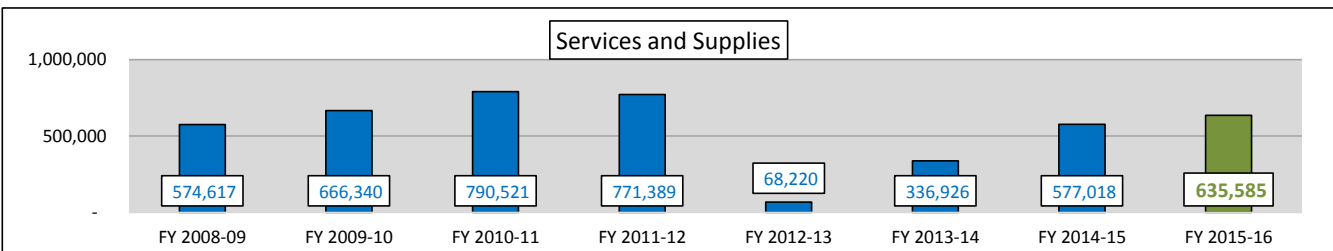
## Performance Measures

- » Keep track of the number of application change requests (ARs) that have been completed by the Vision team by making program changes implemented in Vision builds.

## FY 2015-16 APPROVED BUDGET



In FY 2015-16, one Court Technology Manager was transferred from cost center 303230, and one Business Systems Analyst was transferred from cost center 303430.



This cost center was allocated \$605,000 and \$608,000 in FY 2014-15 and FY 2015-16, respectively, for contractors to make improvements to Vision. The variance between FY 2014-15 actual expenditures and FY 2015-16 budget is due to this cost center spending less than budgeted on Vision, and the rebudget of the MY Plan project to set up kiosks that are able to take traffic payments.

## FY 2014-15 ACCOMPLISHMENTS

- » Created 389 docket codes and macros
- » Completed 356 Web-AR requests
- » Implemented 121 Application Request Changes in 26 Vision builds
- » Completed support work orders 1511
- » Deployed several projects including e-Warrants, Vision-Image-Metadata, Prop 47 and legislative changes

Court Technology Manager  
**Jeff Holzauer**  
 (657) 622-7654

Financial Planning Analyst  
**Katrina Coreces**  
 (657) 622-7739

## CTS - Vision and ILJ (303340)

		FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
<b>EXPENDITURE HISTORY BY GL ACCOUNT</b>						
GL Account No.	GL Description	Actual	Actual	Actual	Actual	BUDGET
<b>Salaries and Benefits</b>						
900301	Salaries - permanent, non-judicial personnel	816,271	946,801	1,044,055	1,048,917	1,251,059
900320	Lump sum payouts (vacation, sick leave cash outs)	28,837	5,366	10,389	3,374	-
900328	Other pay (on call, differentials, VSIP)	-	1,400	131	-	-
903301	Extra help	31,988	10,075	26,659	26,429	-
908301	Overtime	16,255	61,998	191,255	84,310	-
910302	Medicare	11,710	13,920	18,213	16,415	18,143
910401	Dental insurance	1,712	1,829	1,157	1,003	3,384
910501	Health insurance	79,630	88,947	97,814	97,139	111,656
910503	Retiree health benefits	21,865	37,073	41,454	37,485	43,788
910604	Retirement - non-judicial staff	209,235	225,748	294,783	342,916	411,355
913301	Unemployment insurance	2,407	2,640	-	-	-
913501	Life insurance	274	280	225	162	324
913502	Long-term disability (LTD) insurance	570	590	426	428	1,223
913503	Accidental death and dismemberment (AD&D) insurance	43	35	22	22	72
913699	Other insurance (e.g. vision)	4,835	5,472	6,544	6,570	6,240
913899	Other benefits (tuition reimb., OBP, parking)	7,875	7,000	3,500	3,500	10,500
<b>SUBTOTAL - Salaries and Benefits</b>		<b>1,233,506</b>	<b>1,409,174</b>	<b>1,736,627</b>	<b>1,668,669</b>	<b>1,857,744</b>
<b>Services and Supplies</b>						
920699	Office expense	-	-	80	-	-
921702	Meals / food	100	-	-	-	-
921704	Special events / employee appreciation	-	110	55	54	65
922699	Equipment - under \$5,000	-	-	-	848	-
929210	Private car mileage	425	105	1,080	612	500
929299	Travel - in-state	41	919	-	-	-
933101	Tuition and registration fees	10,848	-	45	1,065	-
943301	IT - commercial contracts	751,477	65,302	310,744	572,698	608,920
943502	IT - software and license fees	8,498	1,784	24,921	965	1,100
946601	Major equipment - IT	-	-	-	-	25,000
999910	Prior year expense adjustments	-	-	-	776	-
<b>SUBTOTAL - Services and Supplies</b>		<b>771,389</b>	<b>68,220</b>	<b>336,926</b>	<b>577,018</b>	<b>635,585</b>
<b>TOTAL EXPENDITURES</b>		<b>2,004,895</b>	<b>1,477,395</b>	<b>2,073,553</b>	<b>2,245,687</b>	<b>2,493,329</b>

### STAFFING HISTORY BY CLASSIFICATION

Classification	Auth.		Auth.		Auth.		Auth.		Auth.	
	Positions	FTEs	Positions	FTEs	Positions	FTEs	Positions	FTEs	Positions	FTEs
Applications Developer II	2	2.0	3	3.0	3	3.0	3	3.0	3	3.0
Applications Developer III	2	2.0	3	3.0	3	3.0	3	3.0	2	2.0
Business Systems Analyst I	-	-	2	2.0	1	1.0	1	1.0	2	2.0
Business Systems Analyst II	3	3.0	2	2.0	2	2.0	1	1.0	1	1.0
Business Systems Analyst III	-	-	-	-	-	-	1	1.0	1	1.0
Court Operations Manager I	-	-	1	1.0	-	-	-	-	-	-
Court Technology Manager	1	1.0	1	1.0	1	1.0	1	1.0	2	2.0
Senior Business Systems Analyst	1	1.0	-	-	1	1.0	1	1.0	1	1.0
Court Technology Architect	-	-	-	-	-	-	-	-	1	1.0
<b>TOTAL STAFFING</b>	<b>9</b>	<b>9.0</b>	<b>12</b>	<b>12.0</b>	<b>11</b>	<b>11.0</b>	<b>11</b>	<b>11.0</b>	<b>13</b>	<b>13.0</b>

# CTS - Banner, SmartForms, QA, and Process (303430)

## Mission Statement

The Banner Support Team provides technical support for on-going maintenance of the Family Law and Juvenile Dependency/Delinquency CMS. They support the activities of court users, executive management, and judicial officers by ensuring that Banner meets their business needs.

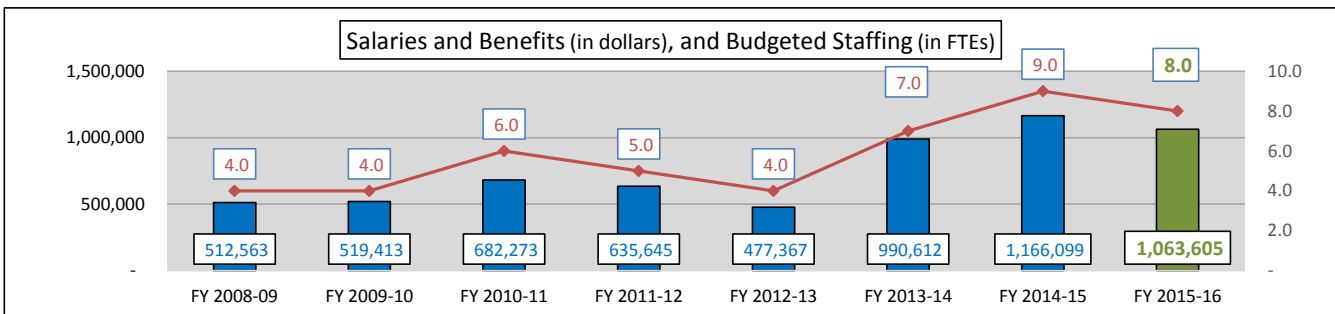
The SmartForms Team provides innovative and cost-effective solutions with the use of interactive forms using Adobe technology. There are currently over 100 SmartForms available to support public service relating to family law and small claims.

The Process Management Team provides project support to assist in design, development, formal testing, and implementation of court projects. The Process Management Team drives projects to completion with the use of tools and methodologies based on business analysis, and system re-engineering that in turn assists the Court in streamlining and enhancing business processes that focus on greater efficiencies and cost savings.

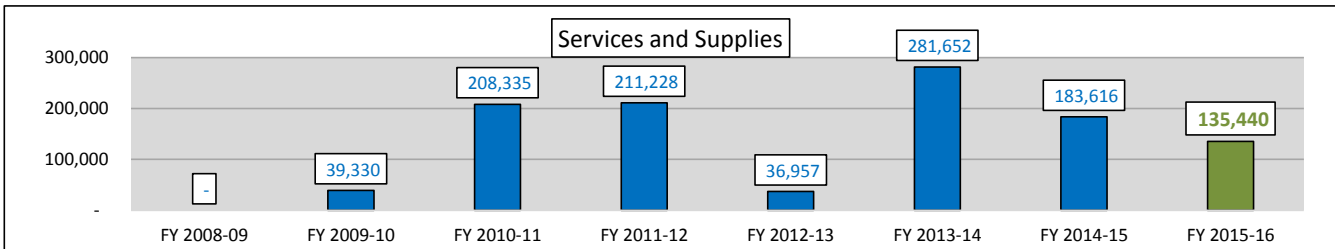
## FY 2015-16 Goals and Objectives

- » Maintain consistent and effective support for the legacy Banner CMS
- » Maintain consistent and effective support for the family law and small claims SmartForms
- » Increase effectiveness, and bring standardization and consistency to the business information that is gathered for CTS projects
- » Allocate BSA (Business Systems Analyst) resources to provide key project support on CTS projects

## FY 2015-16 APPROVED BUDGET



One Business Systems Analyst was transferred from this cost center to cost center 303340.



The decrease in the services and supplies budget in FY 2015-16 is due to a reduction in the cost of Adobe licenses.

## FY 2014-15 ACCOMPLISHMENTS

- » Provided consistent maintenance and support for Banner CMS
- » Provided consistent maintenance and support for the family law and small claims SmartForms
- » Completed integration of family law SmartForms with new Odyssey CMS
- » Allocated and managed BSA resources to support key CTS projects (e-Warrants, Reserve a Court Date, Absence Request Transmittal, MS Dynamics, SmartForms Integration with CMS/Odyssey, interactive voice response)
- » Implemented SmartForms LiveCycle Upgrade from ES2 to ES4

Court Technology Manager  
**Lisa Giacomaro**  
 (657) 622-7690

Financial Planning Analyst  
**Katrina Coreces**  
 (657) 622-7739

## CTS - Banner, SmartForms, QA, and Process (303430)

		FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
<b>EXPENDITURE HISTORY BY GL ACCOUNT</b>						
GL Account No.	GL Description	Actual	Actual	Actual	Actual	BUDGET
<b>Salaries and Benefits</b>						
900301	Salaries - permanent, non-judicial personnel	422,901	332,817	662,540	773,441	715,494
900320	Lump sum payouts (vacation, sick leave cash outs)	33,052	1,808	3,773	1,779	-
900328	Other pay (on call, differentials, VSIP)	-	224	245	-	-
908301	Overtime	2,153	6,843	29,980	18,300	-
910302	Medicare	6,995	4,909	8,956	10,501	10,376
910401	Dental insurance	942	1,141	1,198	1,134	1,128
910501	Health insurance	34,392	30,006	61,964	71,784	69,607
910503	Retiree health benefits	11,895	12,600	26,327	27,702	25,044
910604	Retirement - non-judicial staff	115,568	80,423	187,352	252,464	233,545
913301	Unemployment insurance	1,313	891	-	-	-
913501	Life insurance	146	184	233	161	108
913502	Long-term disability (LTD) insurance	346	395	418	405	411
913503	Accidental death and dismemberment (AD&D) insurance	23	22	22	22	24
913699	Other insurance (e.g. vision)	2,420	1,606	4,104	4,908	4,368
913899	Other benefits (tuition reimb., OBP, parking)	3,500	3,500	3,500	3,500	3,500
	<b>SUBTOTAL - Salaries and Benefits</b>	<b>635,645</b>	<b>477,367</b>	<b>990,612</b>	<b>1,166,099</b>	<b>1,063,605</b>
<b>Services and Supplies</b>						
920699	Office expense	-	-	-	-	200
921702	Meals / food	50	-	-	-	-
921704	Special events / employee appreciation	-	40	38	40	40
922399	Library purchases and subscriptions	(20)	-	-	-	-
929210	Private car mileage	400	475	724	234	200
929299	Travel - in-state	17	-	-	9	-
933101	Tuition and registration fees	218	-	959	-	-
943301	IT - commercial contracts	210,563	36,442	245,511	-	-
943502	IT - software and license fees	-	-	34,420	183,333	135,000
	<b>SUBTOTAL - Services and Supplies</b>	<b>211,228</b>	<b>36,957</b>	<b>281,652</b>	<b>183,616</b>	<b>135,440</b>
	<b>TOTAL EXPENDITURES</b>	<b>846,873</b>	<b>514,324</b>	<b>1,272,264</b>	<b>1,349,715</b>	<b>1,199,045</b>

### STAFFING HISTORY BY CLASSIFICATION

Classification	Auth.		Auth.		Auth.		Auth.		Auth.	
	Positions	FTEs	Positions	FTEs	Positions	FTEs	Positions	FTEs	Positions	FTEs
Applications Developer II	3	3.0	2	2.0	1	1.0	1	1.0	1	1.0
Applications Developer III	-	-	-	-	1	1.0	1	1.0	1	1.0
Business Systems Analyst I	-	-	-	-	3	3.0	3	3.0	2	2.0
Business Systems Analyst II	-	-	-	-	1	1.0	2	2.0	2	2.0
Business Systems Analyst III	-	-	-	-	-	-	1	1.0	1	1.0
Court Technology Manager	1	1.0	1	1.0	1	1.0	1	1.0	1	1.0
Technology Trainee	1	1.0	1	1.0	-	-	-	-	-	-
<b>TOTAL STAFFING</b>	<b>5</b>	<b>5.0</b>	<b>4</b>	<b>4.0</b>	<b>7</b>	<b>7.0</b>	<b>9</b>	<b>9.0</b>	<b>8</b>	<b>8.0</b>

# CTS - CCMS V3 and e-Filing (303440)

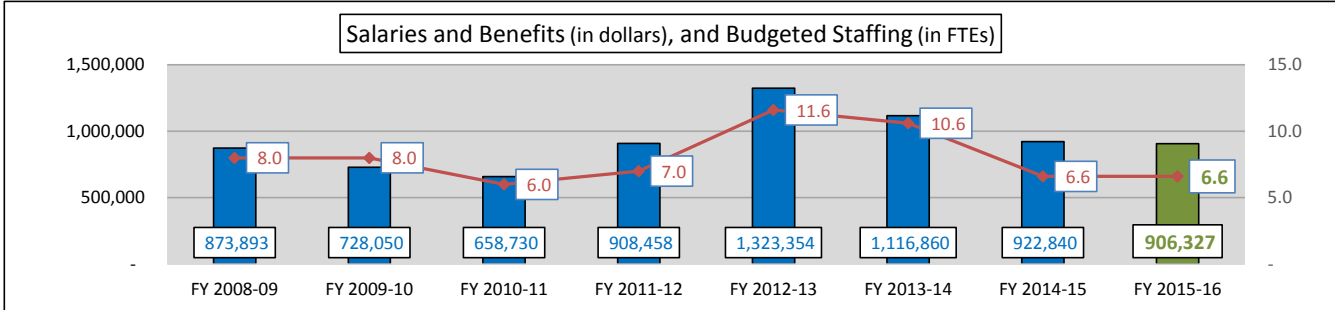
## Mission Statement

The California Case Management System (also known as CCMS V3) team provides application, development, and technical support for small claims, civil limited, civil unlimited, probate and mental health court operations for this statewide application.

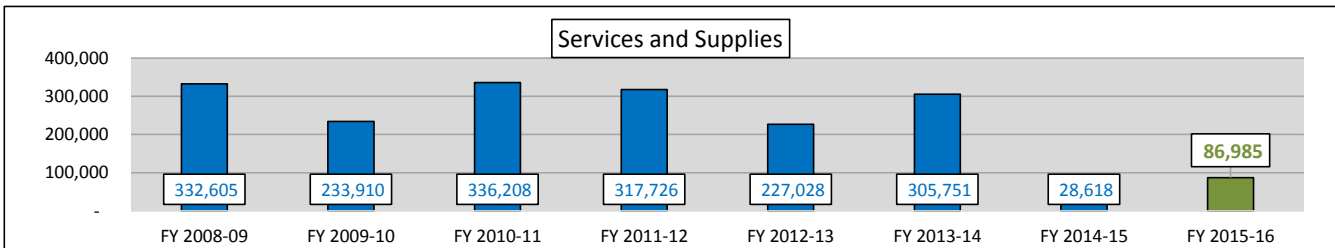
## FY 2015-16 Goals and Objectives

- » Complete and implement e-Service for CCMS V3 case types
- » Stabilize current CMS applications
- » Train staff on existing software for support
- » Complete R13 stack upgrade

## FY 2015-16 APPROVED BUDGET



There are no significant salaries and benefits changes in FY 2015-16.



The variance between FY 2014-15 actual expenditures and FY 2015-16 budget is due to one software maintenance contract that was budgeted but not paid in FY 2014-15. That contract is included in the FY 2015-16 budget.

## FY 2014-15 ACCOMPLISHMENTS

- » Implemented electronic Proposed Order process for judicial officers
- » Enhanced CCMS tools application for RMD Transcript Assembly application
- » Developed and implemented the Civil Trailing Trial list workflow

Cost Center Manager  
**Edward Ojeda**  
 (657) 622-5106

Financial Planning Analyst  
**Katrina Coreces**  
 (657) 622-7739



## CTS - CCMS V3 and e-Filing (303440)

		FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
<b>EXPENDITURE HISTORY BY GL ACCOUNT</b>						
GL Account No.	GL Description	Actual	Actual	Actual	Actual	BUDGET
<b>Salaries and Benefits</b>						
900301	Salaries - permanent, non-judicial personnel	639,983	920,909	721,783	586,235	591,714
900320	Lump sum payouts (vacation, sick leave cash outs)	8,738	5,936	7,668	5,610	-
900328	Other pay (on call, differentials, VSIP)	-	2,462	105	-	-
908301	Overtime	-	11,263	42,997	13,037	-
910302	Medicare	9,173	13,272	10,904	8,493	8,581
910401	Dental insurance	942	1,140	1,157	1,134	1,128
910501	Health insurance	64,117	103,216	89,432	87,483	83,100
910503	Retiree health benefits	16,719	35,105	28,800	20,918	20,711
910604	Retirement - non-judicial staff	159,047	217,477	205,427	192,340	193,557
913301	Unemployment insurance	1,749	2,446	-	-	-
913501	Life insurance	146	184	225	161	108
913502	Long-term disability (LTD) insurance	314	382	400	400	410
913503	Accidental death and dismemberment (AD&D) insurance	23	22	22	22	24
913699	Other insurance (e.g. vision)	4,006	6,039	4,441	3,508	3,494
913899	Other benefits (tuition reimb., OBP, parking)	3,500	3,500	3,500	3,500	3,500
	<b>SUBTOTAL - Salaries and Benefits</b>	<b>908,458</b>	<b>1,323,354</b>	<b>1,116,860</b>	<b>922,840</b>	<b>906,327</b>
<b>Services and Supplies</b>						
920699	Office expense	10	-	-	-	-
921704	Special events / employee appreciation	-	-	28	-	35
922399	Library purchases and subscriptions	-	237	-	-	-
922611	Equipment - computers	-	-	302	-	-
922699	Equipment - under \$5,000	-	-	-	513	-
929210	Private car mileage	726	609	40	-	350
929299	Travel - in-state	641	-	-	311	-
933101	Tuition and registration fees	50	-	-	2,990	-
943301	IT - commercial contracts	96,860	1,870	31,510	-	-
943502	IT - software and license fees	219,439	224,312	273,872	24,804	86,600
	<b>SUBTOTAL - Services and Supplies</b>	<b>317,726</b>	<b>227,028</b>	<b>305,751</b>	<b>28,618</b>	<b>86,985</b>
	<b>TOTAL EXPENDITURES</b>	<b>1,226,184</b>	<b>1,550,381</b>	<b>1,422,611</b>	<b>951,457</b>	<b>993,312</b>

### STAFFING HISTORY BY CLASSIFICATION

Classification	Auth.		Auth.		Auth.		Auth.		Auth.	
	Positions	FTEs	Positions	FTEs	Positions	FTEs	Positions	FTEs	Positions	FTEs
Applications Developer I	1	1.0	1	0.6	1	0.6	1	0.6	1	0.6
Applications Developer II	2	2.0	2	2.0	2	2.0	2	2.0	2	2.0
Applications Developer III	-	-	1	1.0	-	-	-	-	-	-
Business System Analyst I	2	2.0	3	3.0	2	2.0	1	1.0	1	1.0
Business System Analyst II	-	-	3	3.0	3	3.0	2	2.0	2	2.0
Court Technology Manager	-	-	-	-	-	-	1	1.0	1	1.0
Court Technology Manager I	1	1.0	1	1.0	1	1.0	-	-	-	-
Systems Administrator II	1	1.0	1	1.0	1	1.0	-	-	-	-
User Support Technician II	-	-	-	-	1	1.0	-	-	-	-
<b>TOTAL STAFFING</b>	<b>7</b>	<b>7.0</b>	<b>12</b>	<b>11.6</b>	<b>11</b>	<b>10.6</b>	<b>7</b>	<b>6.6</b>	<b>7</b>	<b>6.6</b>

# CTS - Service Center and User Support Services (303530)

## Mission Statement

The Service Center and Help Desk provide front-line technical support to all judicial officers and users within the court community. The Service Center's intent is to meet the industry standard 60% first call resolution rate. Remaining work orders escalated to site technicians are expected to be resolved in a timely, accurate and efficient manner. The end user support (EUS) project coordination teams facilitate large or special projects involving other IT disciplines and/or user needs which fall outside traditional end user support roles and duties.

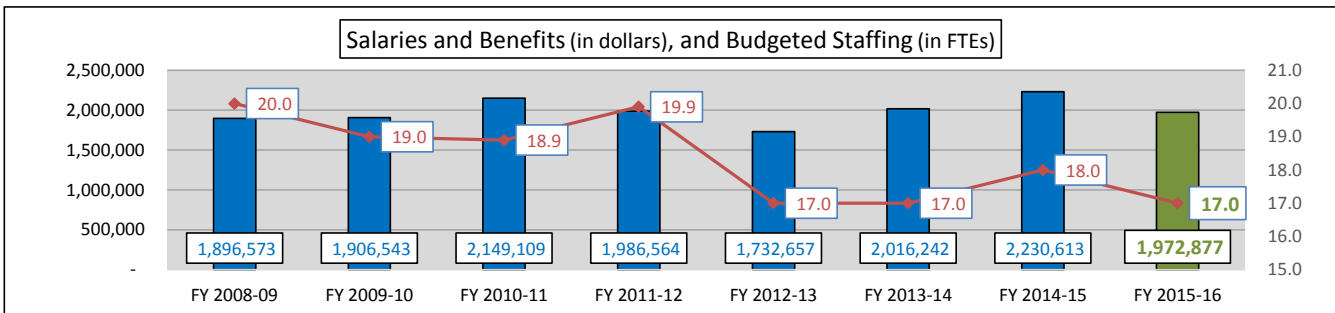
## FY 2015-16 Goals and Objectives

- » Provide customer service excellence in all areas of EUS including call center, site support, and project coordination
- » Modernize aging and out-of-warranty video conferencing and evidence presentation courtroom setups
- » Implement Virtual Desktop solutions allowing increased usage flexibility and lowering support maintenance and hardware costs
- » Support new services and systems such as the Self-Help Center at the Superior Court Service Center, Tyler Odyssey CMS and Windows 8.1 OS & Office 365

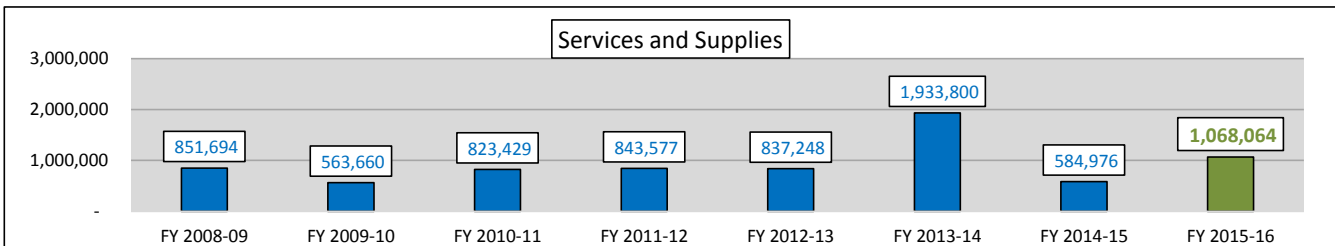
## Performance Measures

- » Report metrics on total calls received; average time to answer; abandoned call ratio; first contact resolution percentage; and random surveys after a support ticket is closed.

## FY 2015-16 APPROVED BUDGET



In FY 2015-16, one Help Desk Supervisor was transferred from this cost center to cost center 303250.



The variance between FY 2014-15 actual expenditures and FY 2015-16 budget is mainly due to one-time major equipment purchases for video conferencing, video equipment, and evidence presentation totaling \$250,000; increases in software license costs of \$143,000; and a rebudget for a risk and security assessment contract for \$43,000.

## FY 2014-15 ACCOMPLISHMENTS

- » Courtwide deployment of new computers (PCs) with Windows 8.1 operating system
- » Virtual Desktop proof of concept successfully completed; hardware/software received/installed; and pilot testing started
- » Short turnaround orders and tasks including tablets, anti-glare screens, PC breakdowns/setup from multi-courtroom remodeling
- » Setup of special training environments for Tyler Odyssey case management system; deployment of Odyssey user PCs
- » Consolidating Service Center at CJC with Help Desk for labor efficiencies

Court Technology Director  
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Financial Planning Analyst  
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## CTS - Service Center and User Support Services (303530)

		FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
<b>EXPENDITURE HISTORY BY GL ACCOUNT</b>						
GL Account No.	GL Description	Actual	Actual	Actual	Actual	BUDGET
<b>Salaries and Benefits</b>						
900301	Salaries - permanent, non-judicial personnel	1,316,497	1,152,002	1,208,891	1,328,036	1,225,769
900320	Lump sum payouts (vacation, sick leave cash outs)	13,449	20,098	20,097	29,995	-
900328	Other pay (on call, differentials, VSIP)	45,792	50,741	51,546	52,861	50,000
903301	Extra help	30,911	-	18,089	40,155	38,642
908301	Overtime	17,222	5,227	104,284	47,855	-
910302	Medicare	20,270	17,504	19,787	21,156	17,775
910401	Dental insurance	678	1,103	1,157	1,077	1,128
910501	Health insurance	157,399	141,275	175,426	194,959	184,490
910503	Retiree health benefits	35,610	45,538	49,889	49,480	42,904
910604	Retirement - non-judicial staff	330,207	282,983	353,397	449,762	398,174
913301	Unemployment insurance	3,839	3,167	-	-	-
913501	Life insurance	114	184	225	155	108
913502	Long-term disability (LTD) insurance	263	396	411	391	379
913503	Accidental death and dismemberment (AD&D) insurance	18	22	22	21	24
913699	Other insurance (e.g. vision)	10,795	8,916	9,521	11,209	9,984
913899	Other benefits (tuition reimb., OBP, parking)	3,500	3,500	3,500	3,500	3,500
	<b>SUBTOTAL - Salaries and Benefits</b>	<b>1,986,564</b>	<b>1,732,657</b>	<b>2,016,242</b>	<b>2,230,613</b>	<b>1,972,877</b>
<b>Services and Supplies</b>						
920599	Dues and memberships	-	495	300	-	495
920699	Office expense	841	208	14,883	(163)	-
921702	Meals / food	150	-	-	-	-
921704	Special events / employee appreciation	-	-	88	-	85
922603	Equipment - office furniture	-	-	-	7,636	-
922611	Equipment - computers	7,381	17,225	1,192,409	32,946	-
922612	Equipment - printers	41,678	-	-	-	-
922699	Equipment - under \$5,000	1,315	7,306	42,160	7,353	30,000
923999	General expense - service	-	-	2,851	-	-
929210	Private car mileage	1,211	1,082	2,716	1,502	-
929299	Travel - in-state	16	-	5	-	-
933101	Tuition and registration fees	800	-	3,325	-	-
935699	Alteration expenses	-	-	3,429	-	-
938401	General consultant and professional services	428,275	391,662	11,512	-	-
943201	IT - maintenance, repairs, and supplies	1,731	13,500	292,230	252,854	278,700
943301	IT - commercial contracts	30,598	25,947	22,621	29,220	63,500
943502	IT - software and license fees	329,581	379,824	345,273	259,429	441,126
945301	Major equipment - non-IT	-	-	-	-	209,000
946601	Major equipment - IT	-	-	-	-	45,158
999910	Prior year expense adjustments	-	-	-	(5,800)	-
	<b>SUBTOTAL - Services and Supplies</b>	<b>843,577</b>	<b>837,248</b>	<b>1,933,800</b>	<b>584,976</b>	<b>1,068,064</b>
	<b>TOTAL EXPENDITURES</b>	<b>2,830,141</b>	<b>2,569,905</b>	<b>3,950,042</b>	<b>2,815,589</b>	<b>3,040,941</b>

### STAFFING HISTORY BY CLASSIFICATION

Classification	Auth.		Auth.		Auth.		Auth.		Auth.	
	Positions	FTEs	Positions	FTEs	Positions	FTEs	Positions	FTEs	Positions	FTEs
Business Systems Analyst II	-	-	-	-	-	-	1	1.0	1	1.0
Court Technology Manager	1	1.0	2	1.0	1	1.0	1	1.0	1	1.0
Help Desk / User Support Supervisor	2	2.0	2	2.0	1	1.0	3	3.0	2	2.0
Network Administrator I	1	1.0	1	1.0	1	1.0	1	1.0	-	-
Telecommunications Technician II	-	-	-	-	1	1.0	-	-	-	-
User Support Technician I	2	2.0	1	1.0	2	2.0	2	2.0	5	5.0
User Support Technician II	14	13.9	12	12.0	11	11.0	10	10.0	8	8.0
<b>TOTAL STAFFING</b>	<b>20</b>	<b>19.9</b>	<b>18</b>	<b>17.0</b>	<b>17</b>	<b>17.0</b>	<b>18</b>	<b>18.0</b>	<b>17</b>	<b>17.0</b>

# CTS - Odyssey CMS (303540)

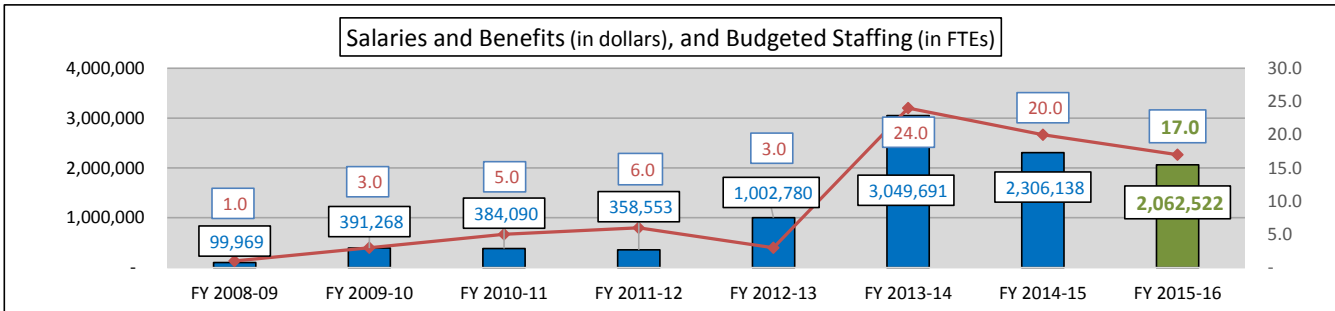
## Mission Statement

Implement a technically modern and reliable Case Management System to reduce operating cost, increase efficiency, and enable secured access to case information.

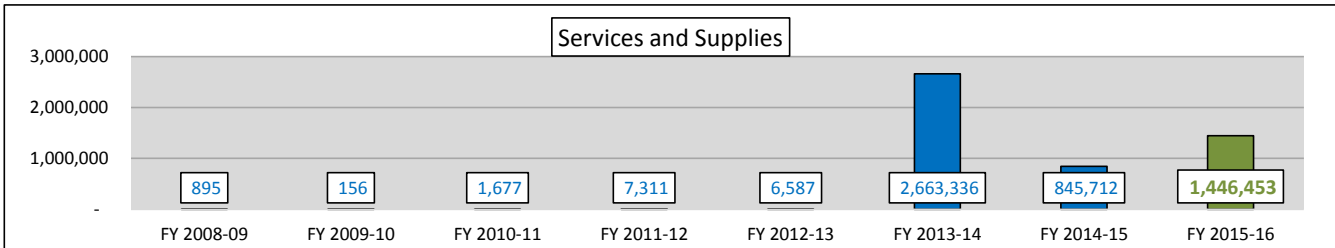
## FY 2015-16 Goals and Objectives

- » Better support court staff work and the work of the judges
- » Provide a more effective and efficient delivery of services with e-Filing
- » Enhance greater access to case information for the Court, justice partners, and the public
- » Improve integration with financial accounting systems
- » Allow more sophisticated management information reporting and analysis

## FY 2015-16 APPROVED BUDGET



In FY 2015-16, one Court Technology Manager position was converted to a Court Technology Director and transferred to cost center 303100; one Courtroom Operations Supervisor working on the project has been transferred back to cost center 306517; and one limited term Training and Procedures Specialist position has been deleted.



The variance between FY 2014-15 actual expenditures and FY 2015-16 budget is primarily due to the Tyler Odyssey contract. Since contract payments are deliverable-based, most expenses will be incurred at the end of the three-year project. The FY 2015-16 budget also includes the first full year of maintenance cost for the Odyssey CMS.

## FY 2014-15 ACCOMPLISHMENTS

- » Completed configuring system to best support business users daily experiences
- » Developed easy to understand business processes and training procedures
- » Ensured the case management system functionalities are enhanced
- » Implemented a network environment to fully support Odyssey's hardware requirements
- » Developed custom applications, reports and forms/notices in support of the new system customized interfaces

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## CTS - Odyssey CMS (303540)

		FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
GL Account No.	GL Description	Actual	Actual	Actual	Actual	BUDGET
<b>Salaries and Benefits</b>						
900301	Salaries - permanent, non-judicial personnel	243,504	687,956	1,856,354	1,488,195	1,359,309
900320	Lump sum payouts (vacation, sick leave cash outs)	5,504	7,070	17,405	13,710	-
900328	Other pay (on call, differentials, VSIP)	-	3,000	2,970	0	-
903301	Extra help	-	-	103,455	595	-
908301	Overtime	169	7,866	187,844	35,135	-
910302	Medicare	3,538	9,574	29,693	21,306	19,711
910401	Dental insurance	936	1,868	4,632	4,348	3,384
910501	Health insurance	28,612	82,537	213,640	172,246	165,606
910503	Retiree health benefits	6,390	27,061	73,675	53,312	47,576
910604	Retirement - non-judicial staff	64,254	166,070	528,804	491,874	446,117
913301	Unemployment insurance	673	1,690	-	-	-
913501	Life insurance	145	373	901	625	324
913502	Long-term disability (LTD) insurance	345	741	1,579	1,509	1,187
913503	Accidental death and dismemberment (AD&D) insurance	23	40	87	83	72
913699	Other insurance (e.g. vision)	962	4,019	12,902	9,200	8,736
913899	Other benefits (tuition reimb., OBP, parking)	3,500	2,917	15,750	14,000	10,500
<b>SUBTOTAL - Salaries and Benefits</b>		<b>358,553</b>	<b>1,002,780</b>	<b>3,049,691</b>	<b>2,306,138</b>	<b>2,062,522</b>
<b>Services and Supplies</b>						
920699	Office expense	20	679	32	411	500
921704	Special events / employee appreciation	-	188	157	90	90
922399	Library purchases and subscriptions	347	-	-	-	-
922611	Equipment - computers	69	-	-	-	-
929210	Private car mileage	1,386	215	622	385	5,000
929299	Travel - in-state	694	132	2,825	2,238	-
931101	Travel - out-of-state	-	2,084	1,219	-	-
933101	Tuition and registration fees	795	-	1,244	973	-
939401	Legal services	-	-	4,682	3,917	14,000
943201	IT - maintenance, repairs, and supplies	-	-	48,614	-	-
943301	IT - commercial contracts	4,000	-	51,114	-	53,000
943502	IT - software and license fees	-	3,289	2,190,440	837,697	1,373,863
946601	Major equipment - IT	-	-	362,388	-	-
<b>SUBTOTAL - Services and Supplies</b>		<b>7,311</b>	<b>6,587</b>	<b>2,663,336</b>	<b>845,712</b>	<b>1,446,453</b>
<b>TOTAL EXPENDITURES</b>		<b>365,864</b>	<b>1,009,367</b>	<b>5,713,027</b>	<b>3,151,850</b>	<b>3,508,975</b>

### STAFFING HISTORY BY CLASSIFICATION

Classification	Auth.		Auth.		Auth.		Auth.		Auth.	
	Positions	FTEs	Positions	FTEs	Positions	FTEs	Positions	FTEs	Positions	FTEs
Accounting Office Supervisor	-	-	-	-	1	1.0	1	1.0	1	1.0
Applications Developer II	-	-	-	-	1	1.0	1	1.0	1	1.0
Applications Developer III	-	-	-	-	1	1.0	1	1.0	1	1.0
Business Systems Analyst I	5	5.0	-	-	2	2.0	1	1.0	-	-
Business Systems Analyst II	-	-	-	-	-	-	1	1.0	2	2.0
Collaborative Court Coordinator	-	-	-	-	1	1.0	1	1.0	1	1.0
Court Operations Manager III	-	-	-	-	1	1.0	1	1.0	1	1.0
Court Technology Manager	1	1.0	2	2.0	1	1.0	1	1.0	-	-
Courtroom Operations Supervisor	-	-	-	-	2	2.0	2	2.0	1	1.0
Help Desk / User Support Supervisor	-	-	-	-	1	1.0	-	-	-	-
Legal Processing Supervisor	-	-	-	-	1	1.0	1	1.0	1	1.0
Network Administrator II	-	-	-	-	2	2.0	-	-	-	-
Program Coordinator/Specialist	-	-	-	-	3	3.0	3	3.0	3	3.0
Senior Accounting Assistant	-	-	-	-	1	1.0	1	1.0	1	1.0
Senior Administrative Analyst	-	-	-	-	2	2.0	2	2.0	2	2.0
Senior Business Systems Analyst	-	-	1	1.0	-	-	-	-	-	-
Telecommunications Tech I	-	-	-	-	1	1.0	-	-	-	-
Training and Procedure Specialist	-	-	-	-	3	3.0	3	3.0	2	2.0
<b>TOTAL STAFFING</b>	<b>6</b>	<b>6.0</b>	<b>3</b>	<b>3.0</b>	<b>24</b>	<b>24.0</b>	<b>20</b>	<b>20.0</b>	<b>17</b>	<b>17.0</b>

# CTS - Enterprise Applications Support (303550)

## Mission Statement

The mission of the Enterprise Applications Support Unit is to provide seamless and transparent support for P8/FileNet Imaging and Office 365 email and Lync. For imaging, work in partnership with other CTS teams, court operations, agency partners, and vendors to deliver court digital property (content) to the unit's court customers (e.g., Operations, Finance), judicial officers, justice partners (e.g., District Attorney, law enforcement agencies), and the public, including attorneys and prospective jurors, in the quickest possible time while maintaining authenticity.

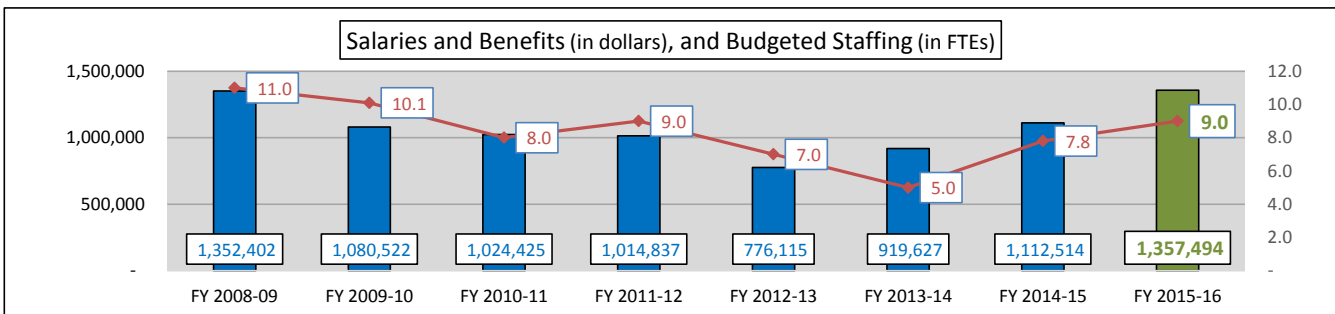
## FY 2015-16 Goals and Objectives

- » Complete the image migration of Ultra Density Optical (UDO) platters to Magnetic Storage and Retrieval (MSAR) to provide speedier content retrieval, mitigating interruptions due to UDO Jukebox downtime
- » Upgrade Image Services and P8 systems to current software versions and move environment from IBM Servers to new Sun Servers
- » Support the Court's initiative to image all old criminal case files
- » Support the new Odyssey CMS implementation and content migration for Family Law and Juvenile Courts
- » Provide the Protective Orders Unit an improved process for handling new orders using Odyssey CMS workflows and imaged documents
- » Provide support for a HR personnel file imaging process
- » Create an integrated IVR solution for all current and future uses (e.g., citation payment, jury)
- » Setup Active Directory Federation Services (ADFS) in the Cloud to create redundancy for Office 365 email and Lync
- » Continue supporting the Exchange email system and Lync environments in the Cloud, and data recovery

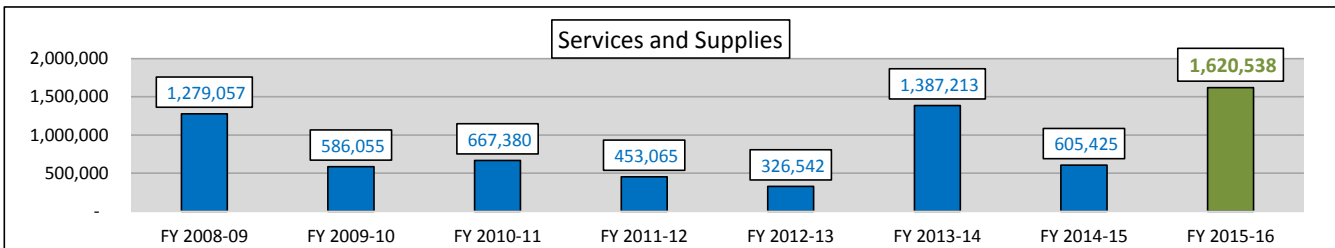
## Performance Measures

- » Keep track of the following as a percentage: Footprint tickets resolved in less than seven days vs. Footprint tickets that take longer than seven days.

## FY 2015-16 APPROVED BUDGET



In FY 2014-15, one position that was budgeted at 0.75 FTE was vacant for the entire fiscal year. In FY 2015-16, three network administrator positions were transferred from this cost center to cost center 303230. One court technology manager and three applications developer positions were then transferred from the now-closed cost center 303420 to this cost center.



The FY 2014-15 actual expenditure and FY 2015-16 budget variance is mainly due to the three-year, deliverable-based, contract to implement an integrated IVR contact center for all case types. More expenses are expected to be incurred as the project concludes at the end of FY 2015-16. In addition, the first full year of maintenance costs for the IVR will be paid in FY 2015-16. Finally, several software license contracts were transferred from this cost center to cost center 303230.

## FY 2014-15 ACCOMPLISHMENTS

- » Upgraded the Datacap software to version 8.1 Fixpack 2 to implement application fixes to resolve issues experienced in version 8.1.
- » Migrated all family law and juvenile case images to the Odyssey CMS designated file location.
- » Completed the image migration of UDO platters to MSAR for the probate, domestic violence registry, public offenses and criminal archive image repositories.
- » Migrated Probate Image Services from the P690 to the P570 server to prepare for decommissioning the P690 server.

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## CTS - Enterprise Applications Support (303550)

		FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
<b>EXPENDITURE HISTORY BY GL ACCOUNT</b>						
GL Account No.	GL Description	Actual	Actual	Actual	Actual	BUDGET
<b>Salaries and Benefits</b>						
900301	Salaries - permanent, non-judicial personnel	706,880	539,595	604,580	705,911	904,679
900320	Lump sum payouts (vacation, sick leave cash outs)	10,996	4,445	8,359	8,359	-
900328	Other pay (on call, differentials, VSIP)	-	632	179	887	-
903301	Extra help	-	-	-	18,705	-
908301	Overtime	(147)	3,296	20,192	13,745	-
910302	Medicare	9,693	7,767	8,962	10,526	13,120
910401	Dental insurance	942	1,141	1,157	1,134	2,256
910501	Health insurance	81,546	61,450	73,477	88,581	96,379
910503	Retiree health benefits	18,439	20,470	23,980	25,223	31,664
910604	Retirement - non-judicial staff	176,597	129,025	171,491	231,475	296,964
913301	Unemployment insurance	1,935	1,422	-	-	-
913501	Life insurance	146	184	225	161	216
913502	Long-term disability (LTD) insurance	346	403	411	411	800
913503	Accidental death and dismemberment (AD&D) insurance	23	22	22	22	48
913699	Other insurance (e.g. vision)	3,941	2,764	3,091	3,875	4,368
913899	Other benefits (tuition reimb., OBP, parking)	3,500	3,500	3,500	3,500	7,000
	<b>SUBTOTAL - Salaries and Benefits</b>	<b>1,014,837</b>	<b>776,115</b>	<b>919,627</b>	<b>1,112,514</b>	<b>1,357,494</b>
<b>Services and Supplies</b>						
920699	Office expense	-	1,029	17,054	-	-
921702	Meals / food	70	-	-	-	-
921704	Special events / employee appreciation	-	58	13	20	45
922399	Library purchases and subscriptions	-	-	442	84	-
922611	Equipment - computers	-	1,185	-	-	-
922699	Equipment - under \$5,000	-	-	11,104	246	35,000
922899	Equipment - maintenance and repairs	-	-	151	-	19,000
923999	General expense - service	800	-	-	-	-
925101	Telecommunications	-	-	-	5,143	-
929210	Private car mileage	841	350	578	325	500
929299	Travel - in-state	-	57	647	15	-
933101	Tuition and registration fees	800	-	12,446	7,784	-
938401	General consultant and professional services	-	-	-	30,000	-
943201	IT - maintenance, repairs, and supplies	512	1,918	77,705	9,796	307,340
943301	IT - commercial contracts	77,759	-	104,736	140,581	553,042
943502	IT - software and license fees	350,751	321,946	529,989	286,800	680,611
945301	Major equipment - non-IT	-	-	-	-	10,000
946601	Major equipment - IT	21,532	-	632,349	124,630	15,000
	<b>SUBTOTAL - Services and Supplies</b>	<b>453,065</b>	<b>326,542</b>	<b>1,387,213</b>	<b>605,425</b>	<b>1,620,538</b>
	<b>TOTAL EXPENDITURES</b>	<b>1,467,902</b>	<b>1,102,657</b>	<b>2,306,839</b>	<b>1,717,939</b>	<b>2,978,032</b>

### STAFFING HISTORY BY CLASSIFICATION

Classification	Auth.		Auth.		Auth.		Auth.		Auth.	
	Positions	FTEs	Positions	FTEs	Positions	FTEs	Positions	FTEs	Positions	FTEs
Applications Developer II	-	-	-	-	-	-	-	-	2	2.0
Applications Developer III	-	-	-	-	-	-	-	-	1	1.0
Court Technology Manager	1	1.0	1	1.0	1	1.0	1	1.0	2	2.0
Network Administrator I	2	2.0	1	1.0	-	-	-	-	-	-
Network Administrator II	1	1.0	1	1.0	1	1.0	2	2.0	-	-
Network Administrator III	5	5.0	4	4.0	3	3.0	4	4.0	3	3.0
Systems Administrator II	-	-	-	-	-	-	1	0.8	1	1.0
<b>TOTAL STAFFING</b>	<b>9</b>	<b>9.0</b>	<b>7</b>	<b>7.0</b>	<b>5</b>	<b>5.0</b>	<b>8</b>	<b>7.8</b>	<b>9</b>	<b>9.0</b>

## CTS - Platform Solutions (303630)

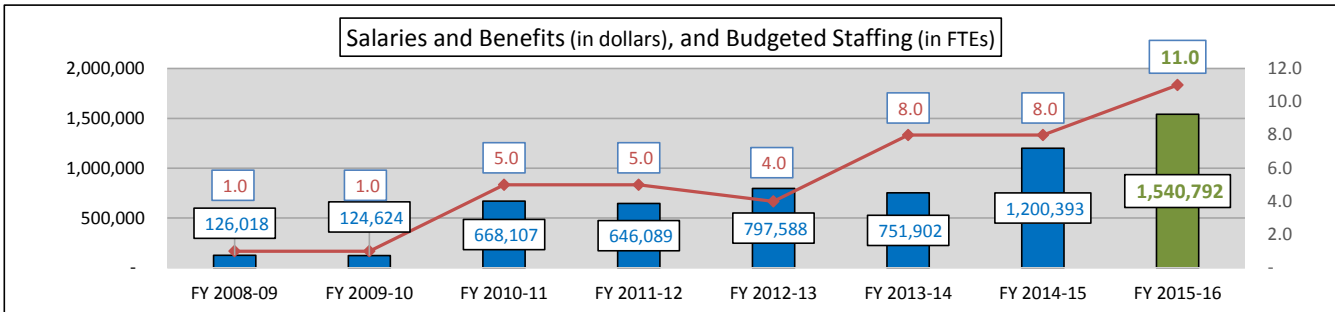
### Mission Statement

The Platform Solutions Team manages the Court's SharePoint and CRM installations, business intelligence applications, and provides solutions to new technical problems throughout the Court. SharePoint technology enhances employee interaction with internal enterprise business systems and helps improve collaboration within the Court. CRM technology enables a central location for people management. It will be the central repository for employee information, and the single location for all court customers to access personally relevant court information online. The Platform Solutions Team also provides user-friendly data to managers and analysts through business intelligence.

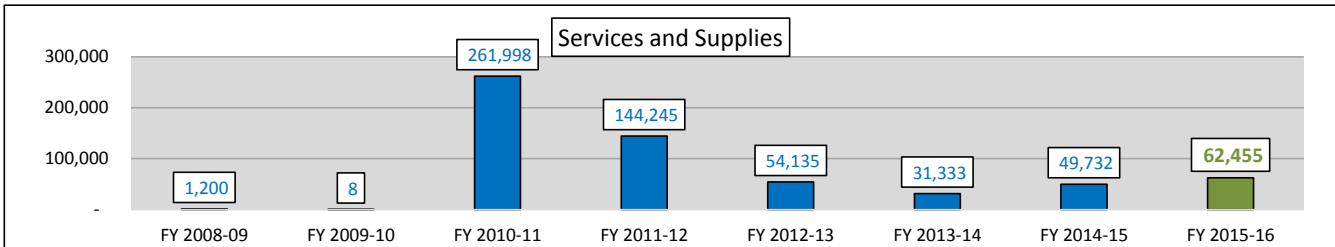
### FY 2015-16 Goals and Objectives

- » To educate our SharePoint site owners on how to better support their sites, making them more self-reliant and less dependent on Court Technology staff for future enhancements
- » Test the limits of what CRM can do through the self-help portal
- » Investigate and possibly start taking steps to move SharePoint functionality to the Cloud
- » Take business intelligence to the next level through allowing users to create their own user friendly reports and charts

### FY 2015-16 APPROVED BUDGET



In FY 2015-16, one new technology trainee position was created. In addition, two applications developer and one senior business systems analyst positions were transferred from cost center 303320. Finally, one applications developer position was transferred from this cost center to cost center 303330.



The difference between FY 2014-15 actual expenditures and FY 2015-16 budget is due to contract funding for a solutions architect that was not fully expended in FY 2014-15 and was rebudgeted in FY 2015-16, and funding for Phase Two of the Self-Help project.

### FY 2014-15 ACCOMPLISHMENTS

- » Upgraded K2 to the Blackpearl version
- » Recommended and implemented several new technology solutions for various departments in Operations
- » Completed the "mobile-friendly" version of all of our public web sites
- » Created and implemented a new Absence Request Tracking system for most of Operations
- » Implemented the new Criminal Defense Attorney Portal (CDAP)

Court Technology Manager

**Michael Taylor**  
(657) 622-7683

Financial Planning Analyst

**Katrina Coreces**  
(657) 622-7739



## CTS - Platform Solutions (303630)

		FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
<b>EXPENDITURE HISTORY BY GL ACCOUNT</b>						
GL Account No.	GL Description	Actual	Actual	Actual	Actual	BUDGET
<b>Salaries and Benefits</b>						
900301	Salaries - permanent, non-judicial personnel	448,564	547,464	471,486	760,562	1,003,308
900320	Lump sum payouts (vacation, sick leave cash outs)	957	-	16,923	1,928	-
900328	Other pay (on call, differentials, VSIP)	-	182	76	-	-
903301	Extra help	-	-	-	-	8,344
908301	Overtime	-	4,184	28,545	23,932	-
910302	Medicare	6,324	7,760	7,214	10,950	14,551
910401	Dental insurance	942	842	494	1,134	1,128
910501	Health insurance	56,826	78,746	73,384	118,069	141,409
910503	Retiree health benefits	11,732	20,945	18,741	27,081	35,114
910604	Retirement - non-judicial staff	113,195	128,774	131,644	247,842	326,634
913301	Unemployment insurance	1,215	1,412	-	-	-
913501	Life insurance	146	147	96	161	108
913502	Long-term disability (LTD) insurance	351	299	178	419	432
913503	Accidental death and dismemberment (AD&D) insurance	23	16	9	22	24
913699	Other insurance (e.g. vision)	2,314	3,317	3,112	4,793	6,240
913899	Other benefits (tuition reimb., OBP, parking)	3,500	3,500	-	3,500	3,500
<b>SUBTOTAL - Salaries and Benefits</b>		<b>646,089</b>	<b>797,588</b>	<b>751,902</b>	<b>1,200,393</b>	<b>1,540,792</b>
<b>Services and Supplies</b>						
920699	Office expense	84	181	-	115	-
921702	Meals / food	50	-	-	-	-
921704	Special events / employee appreciation	-	80	43	45	55
922399	Library purchases and subscriptions	-	-	167	806	-
922603	Equipment - office furniture	-	-	-	4,083	-
922611	Equipment - computers	-	-	-	3,779	30,000
929210	Private car mileage	431	67	-	-	500
929299	Travel - in-state	46	12	-	-	-
931101	Travel - out-of-state	-	-	-	1,066	-
933101	Tuition and registration fees	1,199	4,895	-	4,335	-
938401	General consultant and professional services	-	-	-	-	6,200
943201	IT - maintenance, repairs, and supplies	-	-	-	153	-
943301	IT - commercial contracts	133,764	34,579	18,260	24,068	-
943502	IT - software and license fees	8,672	14,322	12,863	11,282	25,700
<b>SUBTOTAL - Services and Supplies</b>		<b>144,245</b>	<b>54,135</b>	<b>31,333</b>	<b>49,732</b>	<b>62,455</b>
<b>TOTAL EXPENDITURES</b>		<b>790,334</b>	<b>851,723</b>	<b>783,234</b>	<b>1,250,125</b>	<b>1,603,247</b>

### STAFFING HISTORY BY CLASSIFICATION

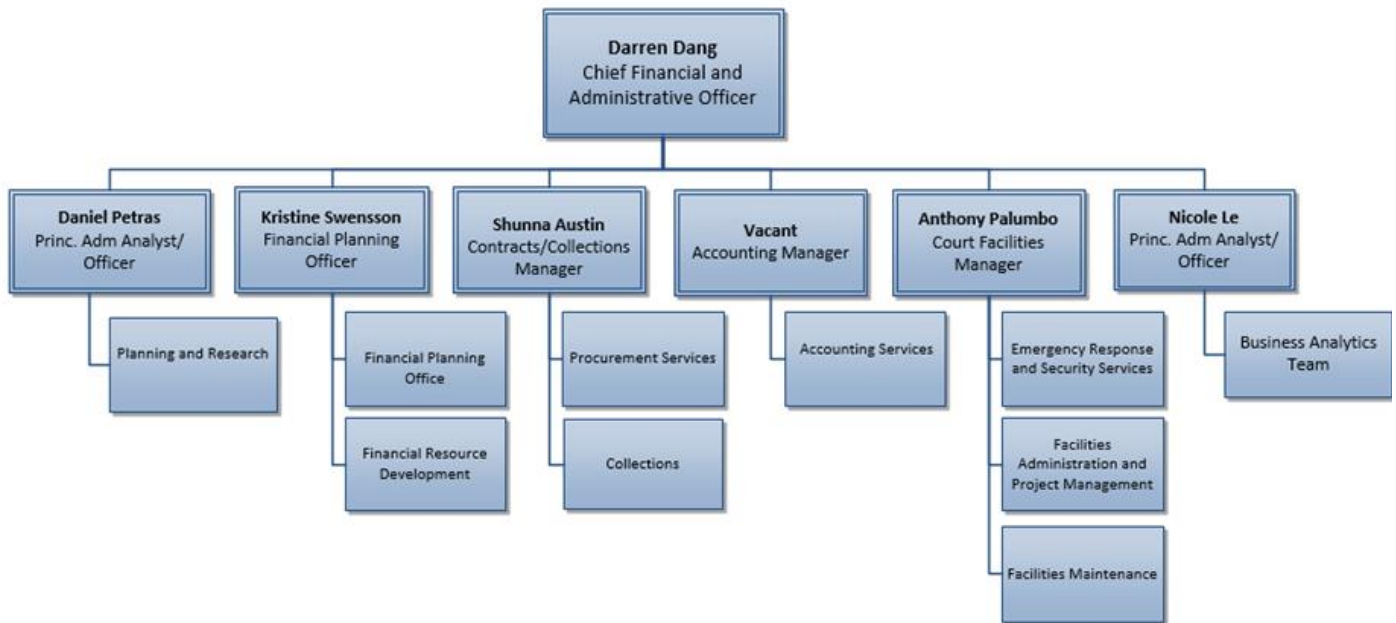
Classification	Auth.		Auth.		Auth.		Auth.		Auth.	
	Positions	FTEs	Positions	FTEs	Positions	FTEs	Positions	FTEs	Positions	FTEs
Applications Developer I	2	2.0	1	1.0	1	1.0	1	1.0	1	1.0
Applications Developer II	-	-	-	-	-	-	2	2.0	1	1.0
Applications Developer III	2	2.0	2	2.0	1	1.0	1	1.0	3	3.0
Business Systems Analyst I	-	-	-	-	1	1.0	2	2.0	2	2.0
Court Technology Manager	1	1.0	-	-	1	1.0	1	1.0	1	1.0
Network Administrator III	-	-	-	-	1	1.0	-	-	-	-
Senior Business Systems Analyst	-	-	-	-	-	-	1	1.0	2	2.0
Senior Business Systems Analyst I	-	-	-	-	2	2.0	-	-	-	-
Technology Trainee	-	-	1	1.0	1	1.0	-	-	1	1.0
<b>TOTAL STAFFING</b>	<b>5</b>	<b>5.0</b>	<b>4</b>	<b>4.0</b>	<b>8</b>	<b>8.0</b>	<b>8</b>	<b>8.0</b>	<b>11</b>	<b>11.0</b>



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**FINANCE AND ADMINISTRATION  
DEPARTMENT**

# FINANCE AND ADMINISTRATION DEPARTMENT



*The Finance Office is responsible for the effective use of court financial resources and facilities. The Finance Office maintains the official financial records for the Court, produces the Court's financial statements, develops and maintains the Court's financial plans, manages over one million square feet of court space, and is responsible for the procurement of goods and services for the Court.*

## FY 2015-16 Approved Budget

Financing Sources		Expenditures	
Revenue and reimbursements	163,005,290	Salaries and benefits	18,354,468
OCSC General Fund	(136,450,592)	Services and supplies	8,200,230
<b>TOTAL FINANCING SOURCES</b>	<b><u>26,554,698</u></b>	<b>TOTAL EXPENDITURES</b>	<b><u>26,554,698</u></b>

### Expenditure Trends

	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 APPROVED
Salaries and benefits	20,030,084	19,729,384	20,551,124	19,937,510	18,354,468
Services and supplies	7,780,564	8,156,683	16,506,351	11,343,140	8,200,230
<b>TOTAL EXPENDITURES</b>	<b><u>27,810,648</u></b>	<b><u>27,886,067</u></b>	<b><u>37,057,474</u></b>	<b><u>31,280,650</u></b>	<b><u>26,554,698</u></b>

### Staffing Trends

	FY 2011-12 Budget	FY 2012-13 Budget	FY 2013-14 Budget	FY 2014-15 Budget	FY 2015-16 APPROVED
<b>AUTHORIZED POSITIONS</b>	<b><u>231</u></b>	<b><u>224</u></b>	<b><u>216</u></b>	<b><u>215</u></b>	<b><u>210</u></b>
<b>BUDGETED STAFFING (FTEs)</b>	<b><u>222.3</u></b>	<b><u>215.2</u></b>	<b><u>213.8</u></b>	<b><u>208.1</u></b>	<b><u>202.1</u></b>

## FINANCE AND ADMINISTRATION DEPARTMENT

		FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
<b>EXPENDITURE HISTORY BY COST CENTER</b>						
CC No.	Cost Center	Actual	Actual	Actual	Actual	BUDGET
304100	CFAO - Administration	421,832	428,823	440,114	369,647	409,264
302300	Planning and Research	530,361	588,268	573,038	419,560	437,696
304210	Financial Planning Office	885,957	913,559	936,136	878,139	883,714
304230	Financial Resource Development	788,975	140,868	(120,176)	466,026	(2,550,426)
304300	Accounting Services	6,335,247	6,118,608	11,990,382	8,094,547	6,186,092
300900	Facilities Maintenance	-	1,835,875	3,276,200	3,513,288	2,895,757
304410	Facilities Administration and Project Management	2,680,304	2,629,935	4,108,774	2,943,932	2,705,232
304461	Facilities Management - CJC	4,146,680	3,980,637	4,417,413	4,237,096	4,510,465
304462	Facilities Management - LJC	1,052,512	916,702	879,764	806,672	914,991
304463	Facilities Management - NJC	706,787	577,799	511,643	509,306	564,119
304464	Facilities Management - WJC	592,617	538,633	442,076	374,446	522,321
304465	Facilities Management - HJC	801,209	793,596	638,248	622,739	529,616
302260	Emergency Response and Security Services	1,360,300	1,529,380	1,888,135	1,114,221	611,676
304500	Collections	5,953,068	5,512,903	5,500,476	5,687,810	6,417,394
304600	Business Analytics Team	488,824	247,872	245,951	131,421	422,594
304700	Procurement Services	1,065,974	1,132,611	1,329,300	1,111,802	1,094,193
<b>TOTAL</b>		<b>27,810,648</b>	<b>27,886,067</b>	<b>37,057,474</b>	<b>31,280,650</b>	<b>26,554,698</b>

		FY 2011-12		FY 2012-13		FY 2013-14		FY 2014-15		FY 2015-16	
<b>STAFFING HISTORY BY COST CENTER</b>											
CC No.	Cost Center	Auth. Positions	FTEs	Auth. Positions	FTEs	Auth. Positions	FTEs	Auth. Positions	FTEs	Auth. Positions	FTEs
304100	CFAO - Administration	2	2.0	2	2.0	2	2.0	2	1.8	2	2.0
302300	Planning and Research	5	4.0	5	5.0	4	4.0	4	4.0	3	3.0
304210	Financial Planning Office	6	6.0	6	6.0	6	6.0	6	6.0	6	6.0
304230	Financial Resource Development	-	-	-	-	-	-	-	-	-	-
304300	Accounting Services	72	66.8	60	55.8	55	53.5	54	52.8	51	50.5
300900	Facilities Maintenance	-	-	10	7.6	12	11.5	13	12.3	13	11.0
304410	Facilities Administration and Project Management	6	6.0	6	6.0	6	6.0	7	7.0	7	7.0
304461	Facilities Management - CJC	45	44.0	42	42.0	45	45.0	45	44.0	44	44.0
304462	Facilities Management - LJC	5	4.0	5	5.0	3	3.0	3	3.0	3	3.0
304463	Facilities Management - NJC	3	3.0	3	3.0	2	2.0	2	2.0	2	2.0
304464	Facilities Management - WJC	4	3.5	4	3.6	2	2.0	2	2.0	2	2.0
304465	Facilities Management - HJC	5	5.0	5	5.0	3	3.0	2	2.0	2	2.0
302260	Emergency Response and Security Services	3	3.0	3	3.0	3	2.8	3	2.8	3	3.0
304500	Collections	60	60.0	60	59.2	59	59.0	58	56.3	58	53.5
304600	Business Analytics Team	4	4.0	3	2.0	2	2.0	2	1.0	3	3.0
304700	Procurement Services	11	11.0	10	10.0	12	12.0	12	11.3	11	10.1
<b>TOTAL</b>		<b>231</b>	<b>222.3</b>	<b>224</b>	<b>215.2</b>	<b>216</b>	<b>213.8</b>	<b>215</b>	<b>208.1</b>	<b>210</b>	<b>202.1</b>

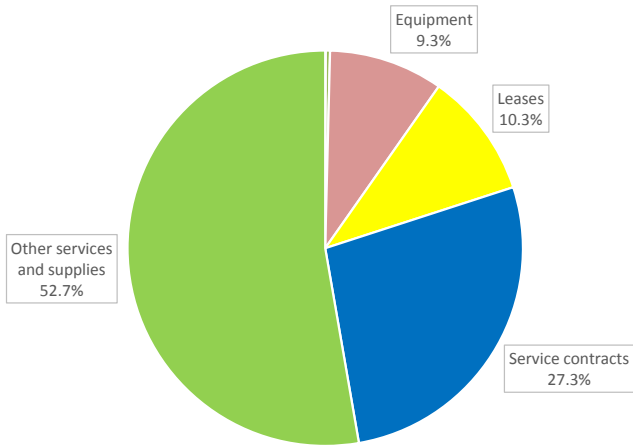
# FINANCE AND ADMINISTRATION DEPARTMENT

		FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
<b>EXPENDITURE HISTORY BY GL ACCOUNT</b>						
GL Account No.	GL Description	Actual	Actual	Actual	Actual	BUDGET
<b>Salaries and Benefits</b>						
900301	Salaries - permanent, non-judicial personnel	12,264,284	12,033,715	11,857,160	11,088,035	11,972,896
900320	Lump sum pay outs (vacation, sick leave cash outs)	128,870	76,022	124,509	186,222	400,000
900328	Other pay (on call, differentials, VSIP)	111,665	172,842	91,212	92,116	35,120
903301	Extra help	104,844	47,516	26,444	42,321	14,751
908301	Overtime	63,067	27,978	590,625	660,569	1,347,025
910302	Medicare	167,584	164,039	169,014	159,465	174,106
910401	Dental insurance	29,139	38,345	37,925	32,508	39,029
910501	Health insurance	1,708,207	1,791,182	1,917,174	1,768,749	1,962,730
910503	Retiree health benefits	320,195	459,989	472,430	398,356	420,283
910604	Retirement - non-judicial staff	3,136,379	2,896,577	3,380,704	3,651,551	3,898,208
912501	Workers' compensation	1,218,193	1,197,815	1,115,462	1,105,676	1,637,389
913301	Unemployment insurance	34,193	31,940	-	-	-
913501	Life insurance	4,663	6,253	7,372	4,620	3,773
913502	Long-term disability (LTD) insurance	9,155	11,127	10,825	9,502	11,753
913503	Accidental death and disability (AD&D) insurance	724	730	709	615	830
913699	Other insurance (vision)	112,701	105,619	103,249	98,202	104,520
913899	Other benefits (tuition reimb., OBP, parking)	616,223	667,696	646,309	639,003	677,979
914101	Salary savings (budget only)	-	-	-	-	(4,345,924)
	<b>SUBTOTAL - Salaries and Benefits</b>	<b>20,030,084</b>	<b>19,729,384</b>	<b>20,551,124</b>	<b>19,937,510</b>	<b>18,354,468</b>
<b>Services and Supplies</b>						
920299	Laboratory expense	-	2,882	286	4,038	5,000
920301	Merchant fees	486,140	443,374	410,689	409,034	460,000
920302	Bank fees	16,961	17,372	17,733	17,060	16,200
920599	Dues and memberships	2,854	1,285	4,335	1,705	1,440
920609	Electronic recording supplies	-	-	-	-	31,500
920622	Copy paper	354,942	342,998	327,097	275,796	311,200
920699	Office expense	247,008	199,013	188,537	192,238	240,186
921599	Advertising expense	3,137	4,627	77	3,436	30,000
921702	Meals / food	3,790	696	142	544	250
921704	Special events / employee appreciation	-	989	614	-	1,385
922399	Library purchases and subscriptions	589,630	602,291	583,049	576,791	579,235
922603	Equipment - office furniture	37,840	16,447	20,728	114,468	83,000
922608	Equipment - weapons screening	-	-	-	429	-
922611	Equipment - computers	477	-	4,290	11,299	58,600
922612	Equipment - printers	-	-	-	49	-
922699	Equipment - under \$5,000	38,395	40,309	32,807	52,705	75,876
922799	Equipment - rents and leases	415,900	361,637	368,118	343,184	349,796
922899	Equipment - maintenance and repairs	159,509	140,543	77,813	142,854	178,536
923999	General expense - service	26,825	54,145	57,947	58,307	79,212
924599	Printing	181,999	176,227	143,347	139,808	166,568
925101	Telecommunications	180,546	93,498	88,828	129,352	80,000
925103	Cell phones/pagers	34,628	29,287	16,159	13,437	16,160
926199	Postage	451,771	354,472	445,630	370,288	433,750
928801	Insurance	49,966	56,057	62,164	57,404	59,533
929210	Private car mileage	15,056	10,273	20,841	25,590	28,146
929299	Travel - in-state	4,730	3,066	4,661	6,414	100
931101	Travel - out-of-state	1,235	-	-	3,196	-
933101	Tuition and registration fees	11,075	6,752	3,043	13,230	2,400
934510	Courtroom security - Sheriff-provided	(111,850)	-	53,657	-	-
934512	Alarm service	11,015	49,060	97,900	8,662	98,500
934599	Sheriff command staff	946,591	920,687	1,081,844	470,175	-
935202	Rent - non-State owned	1,141,189	1,091,344	961,236	788,245	837,843
935301	Janitorial - services	578,800	580,683	592,386	652,264	747,817
935303	Janitorial - cleaning supplies	272,989	260,458	293,959	262,181	319,500
935499	Maintenance and supplies	94,523	1,160,578	3,499,414	2,633,987	1,738,614
935599	Grounds	-	-	77,594	91,195	72,000
935699	Alteration expenses	103,643	5,555	15,320	10,199	-
938201	Consulting services - temporary help	60,461	-	16,442	79,542	38,912
938401	General consultant and professional services	35,240	87,033	76,850	146,683	111,700
938404	Administrative services contracts	748,644	37,665	32,788	35,734	37,663
938504	Court interpreter - certified	-	-	161	-	-
939299	Collection services	517,313	471,529	239,634	351,219	450,000
939401	Legal services	2,753	-	-	-	-
939701	Banking and investment services	9,730	9,879	6,281	886	12,000
942901	County-provided services	262,188	665,781	3,340,799	1,096,349	865,942

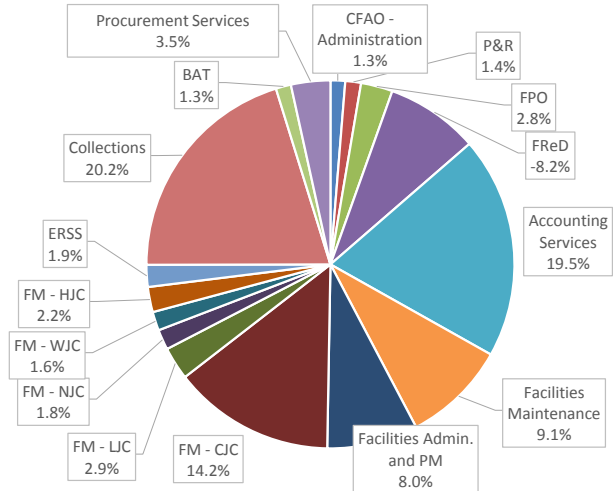
## FINANCE AND ADMINISTRATION DEPARTMENT

	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
943201 IT - maintenance, repairs, and supplies	(4,295)	157	-	2,205	-
943301 IT - commercial contracts	38,610	2,250	-	202	-
943502 IT - software and license fees	134,510	30,212	67,769	33,901	33,000
945203 Major equipment - furniture	27,926	-	-	5,622	-
945204 Major equipment - weapons screening	-	-	-	5,533	-
945301 Major equipment - non-IT	108,094	156,448	59,912	56,103	17,100
946601 Major equipment - IT	-	-	275,797	168,085	-
952002 Uniforms	13	1,517	-	-	-
952099 Uniform allowance	-	-	829	491	2,400
952499 Vehicle operations	17,985	12,018	11,171	7,769	13,000
952599 Cash differences	1,246	2,460	1,969	1,898	2,500
971001 Penalties	-	-	-	1,212	-
971002 Interest expense	-	133,748	-	-	-
972100 Judgments, settlements, and claims	168	821	500	500	-
971101 OPEB Expense	-	-	1,200,000	2,000,000	-
992001 Departmental indirect allocations	(531,337)	(479,997)	(520,856)	(394,269)	(486,334)
999910 Prior year expense adjustments	-	(1,440)	2,144,060	(136,086)	-
<b>SUBTOTAL - Services and Supplies</b>	<b>7,780,564</b>	<b>8,156,683</b>	<b>16,506,351</b>	<b>11,343,140</b>	<b>8,200,230</b>
<b>TOTAL EXPENDITURES</b>	<b>27,810,648</b>	<b>27,886,067</b>	<b>37,057,474</b>	<b>31,280,650</b>	<b>26,554,698</b>

**FY 2015-16 BUDGETED SERVICES & SUPPLIES  
BY MAJOR CATEGORY**



**FY 2015-16 DEPARTMENTAL BUDGET  
BY COST CENTER**



# CFAO - Administration (304100)

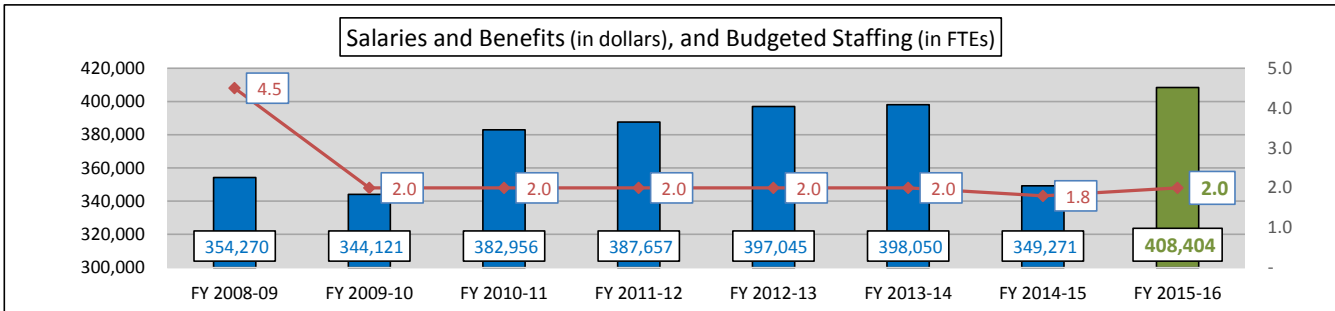
## Mission Statement

The mission of the Chief Financial and Administrative Officer (CFAO) is to oversee all administrative and financial operations of the Court. The CFAO is responsible for ensuring that public funds and resources are managed efficiently and responsibly, in accordance with all applicable laws, policies, and procedures.

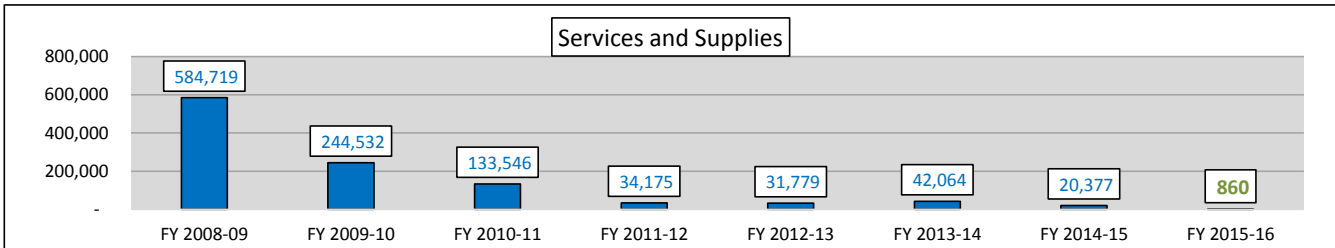
## FY 2015-16 Goals and Objectives

- » Enhance focus on customer service
- » Continue staff development
- » Implement performance metrics
- » Streamline accounting procedures
- » Discontinue use of Titanium and transition or migrate to Vision

## FY 2015-16 APPROVED BUDGET



Salary and benefit costs were lower than expected in FY 2014-15 because the Chief Financial and Administrative Officer position was vacant until September 2014. There are no significant changes in FY 2015-16.



Banking charges have been transferred to the Accounting Services cost center budget (304300). There are no other significant changes.

## FY 2014-15 ACCOMPLISHMENTS

- » Implemented dashboard to provide monthly updates regarding financial metrics
- » Restructured the Procurement Services unit
- » Successful year end close
- » Started MY Plan Business Process Reengineering (BPR) to streamline processes

Chief Financial and Administrative Officer  
**Darren Dang**  
 (657) 622-7015

Financial Planning Analyst  
**Carina Delgado**  
 (657) 622-7738



## CFAO - Administration (304100)

		FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
<b>EXPENDITURE HISTORY BY GL ACCOUNT</b>						
GL Account No.	GL Description	Actual	Actual	Actual	Actual	BUDGET
<b>Salaries and Benefits</b>						
900301	Salaries - permanent, non-judicial personnel	260,729	263,344	240,961	222,867	263,318
900320	Lump sum payouts (vacation, sick leave cash outs)	-	-	19,051	1,833	-
900328	Other pay (on call, differentials, VSIP)	-	4,000	-	-	-
908301	Overtime	183	209	8,005	2,367	-
910302	Medicare	3,781	3,834	3,851	3,410	3,818
910401	Dental insurance	1,884	2,282	2,175	2,017	2,256
910501	Health insurance	28,862	34,813	32,718	23,344	30,045
910503	Retiree health benefits	6,780	10,172	9,554	7,759	9,216
910604	Retirement - non-judicial staff	75,573	68,329	72,374	72,316	90,529
913301	Unemployment insurance	703	692	-	-	-
913501	Life insurance	329	414	472	285	252
913502	Long-term disability (LTD) insurance	782	907	843	780	922
913503	Accidental death and dismemberment (AD&D) insurance	51	49	45	42	48
913899	Other benefits (tuition reimb., OBP, parking)	8,000	8,000	8,000	12,250	8,000
	<b>SUBTOTAL - Salaries and Benefits</b>	<b>387,657</b>	<b>397,045</b>	<b>398,050</b>	<b>349,271</b>	<b>408,404</b>
<b>Services and Supplies</b>						
920302	Bank fees	16,961	17,372	17,733	17,060	-
920699	Office expense	127	30	80	-	350
921702	Meals / food	2,100	253	-	544	250
921704	Special events / employee appreciation	-	35	399	-	10
922399	Library purchases and subscriptions	840	-	259	-	-
922699	Equipment - under \$5,000	651	-	2,296	-	-
929210	Private car mileage	289	58	-	-	250
929299	Travel - in-state	2,970	1,801	2,183	304	-
931101	Travel - out-of-state	-	-	-	382	-
933101	Tuition and registration fees	507	2,350	-	-	-
938201	Consulting services - temporary help	-	-	11,866	-	-
939701	Banking and investment services	9,730	9,879	6,281	886	-
943301	IT - commercial contracts	-	-	-	202	-
943502	IT - software and license fees	-	-	967	998	-
	<b>SUBTOTAL - Services and Supplies</b>	<b>34,175</b>	<b>31,779</b>	<b>42,064</b>	<b>20,377</b>	<b>860</b>
	<b>TOTAL EXPENDITURES</b>	<b>421,832</b>	<b>428,823</b>	<b>440,114</b>	<b>369,647</b>	<b>409,264</b>

### STAFFING HISTORY BY CLASSIFICATION

Classification	Auth.		Auth.		Auth.		Auth.		Auth.	
	Positions	FTEs	Positions	FTEs	Positions	FTEs	Positions	FTEs	Positions	FTEs
Deputy Court Executive Officer	1	1.0	1	1.0	1	1.0	1	0.8	1	1.0
Executive Assistant	1	1.0	1	1.0	1	1.0	1	1.0	1	1.0
<b>TOTAL STAFFING</b>	<b>2</b>	<b>2.0</b>	<b>2</b>	<b>2.0</b>	<b>2</b>	<b>2.0</b>	<b>2</b>	<b>1.8</b>	<b>2</b>	<b>2.0</b>

# Planning and Research (302300)

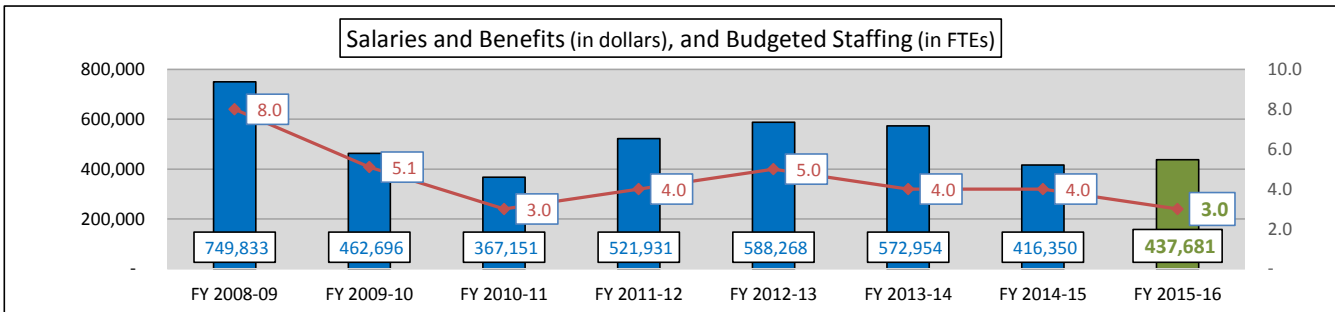
## Mission Statement

The mission of Planning and Research (P&R) is to help strengthen the Court by providing feedback concerning the Court's performance, and to support the Court's planning and decision-making efforts by providing reliable and meaningful information.

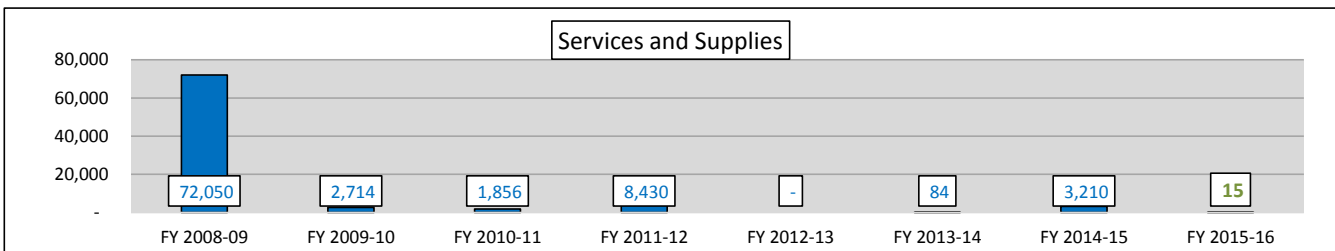
## FY 2015-16 Goals and Objectives

- » Work with Jury Services to develop and automate reports and metrics related to efficient use of jurors.
- » Take a lead role in planning, mapping, and testing the Judicial Branch Statistical Information System (JBSIS) component of the Tyler Odyssey system for Juvenile and Family Law.
- » Develop and implement courtwide performance measures and publish with interactive business intelligence dashboards.
- » Continue to support the data and evaluation needs of the Court by providing technical assistance and ad hoc reporting.
- » Complete validation of the Probate JBSIS data, become certified to submit the report electronically.

## FY 2015-16 APPROVED BUDGET



FY 2014-15 actual salaries and benefits expenditures declined due to vacancies from a retirement and a leave of absence. In addition, one administrative analyst position was moved to the newly created Civil, Probate, and Mental Health Analyst unit (cost center 306311).



There are no significant changes to the services and supplies budget in FY 2015-16.

## FY 2014-15 ACCOMPLISHMENTS

- » Completed validation of Civil Limited and Unlimited JBSIS reports and submitted entire report for FY 2013-14 to the Judicial Council.
- » Increased efficiency, reduced workload, and provided independence to Civil Operations by automating all three civil JBSIS reports (Limited, Unlimited and Small Claims), and automating the laborious Procedural Assistance Calendar procedures
- » Created a new SharePoint reporting repository for the Presiding Judge, Assistant Presiding Judge, and Executive Management.
- » Responded to more than 50 ad hoc data requests from court managers and the public, as well as implemented interactive reports using business intelligence reporting tools.

Cost Center Manager  
**Daniel Petras**  
 (657) 622-7145

Financial Planning Analyst  
**Katrina Coreces**  
 (657) 622-7739

## Planning and Research (302300)

		FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
<b>EXPENDITURE HISTORY BY GL ACCOUNT</b>						
GL Account No.	GL Description	Actual	Actual	Actual	Actual	BUDGET
<b>Salaries and Benefits</b>						
900301	Salaries - permanent, non-judicial personnel	340,444	408,836	367,873	265,391	289,673
900320	Lump sum payouts (vacation, sick leave cash outs)	7,646	(143)	8,666	4,121	-
903301	Extra help	21,617	-	-	-	-
908301	Overtime	-	-	12,737	4,617	-
910302	Medicare	3,200	4,089	4,448	3,911	4,200
910401	Dental insurance	2,798	4,564	4,628	3,218	3,384
910501	Health insurance	23,307	33,857	32,714	19,441	18,786
910503	Retiree health benefits	9,586	15,593	14,649	9,641	10,139
910604	Retirement - non-judicial staff	97,860	103,937	110,965	91,749	99,589
913301	Unemployment insurance	1,006	1,061	-	-	-
913501	Life insurance	429	735	901	495	324
913502	Long-term disability (LTD) insurance	822	1,248	1,288	929	1,014
913503	Accidental death and dismemberment (AD&D) insurance	66	86	87	62	72
913699	Other insurance (e.g. vision)	608	406	-	-	-
913899	Other benefits (tuition reimb., OBP, parking)	12,542	14,000	14,000	12,775	10,500
	<b>SUBTOTAL - Salaries and Benefits</b>	<b>521,931</b>	<b>588,268</b>	<b>572,954</b>	<b>416,350</b>	<b>437,681</b>
<b>Services and Supplies</b>						
920599	Dues and memberships	1,395	-	-	-	-
921704	Special events / employee appreciation	-	-	-	-	15
929210	Private car mileage	-	-	84	-	-
931101	Travel - out-of-state	-	-	-	820	-
933101	Tuition and registration fees	70	-	-	2,390	-
943502	IT - software and license fees	6,965	-	-	-	-
	<b>SUBTOTAL - Services and Supplies</b>	<b>8,430</b>	<b>-</b>	<b>84</b>	<b>3,210</b>	<b>15</b>
	<b>TOTAL EXPENDITURES</b>	<b>530,361</b>	<b>588,268</b>	<b>573,038</b>	<b>419,560</b>	<b>437,696</b>

### STAFFING HISTORY BY CLASSIFICATION

Classification	Auth.		Auth.		Auth.		Auth.		Auth.	
	Positions	FTEs	Positions	FTEs	Positions	FTEs	Positions	FTEs	Positions	FTEs
Administrative Analyst II	1	1.0	3	3.0	3	3.0	3	3.0	2	2.0
Courtroom Operations Supervisor	1	1.0	-	-	-	-	-	-	-	-
Principal Administrative Analyst	1	-	1	1.0	1	1.0	1	1.0	1	1.0
Program Coordinator/Specialist	-	-	1	1.0	-	-	-	-	-	-
Senior Administrative Analyst	2	2.0	-	-	-	-	-	-	-	-
<b>TOTAL STAFFING</b>	<b>5</b>	<b>4.0</b>	<b>5</b>	<b>5.0</b>	<b>4</b>	<b>4.0</b>	<b>4</b>	<b>4.0</b>	<b>3</b>	<b>3.0</b>

# Financial Planning Office (304210)

## Mission Statement

The mission of the Financial Planning Office (FPO) is to ensure that resources are managed efficiently and responsibly, using the highest standards of accountability, while providing superior service to all customers. The Financial Planning Office supports the Court's leadership by developing and implementing financial plans that allocate available resources in a manner that best meets the short-term, long-term, and strategic goals of the Court.

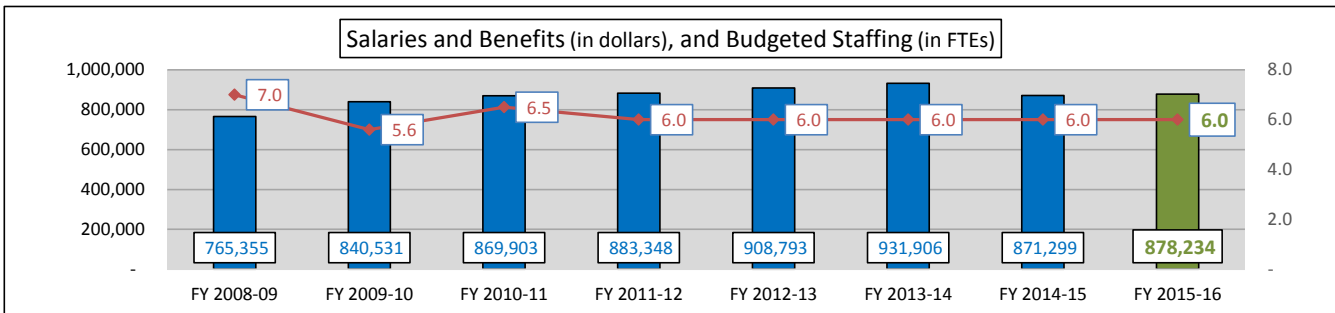
## FY 2015-16 Goals and Objectives

- » Provide excellent customer service
- » Streamline and/or automate internal processes
- » Provide relevant and reliable information and/or data to ensure the most efficient usage of court resources
- » Staff development and succession planning

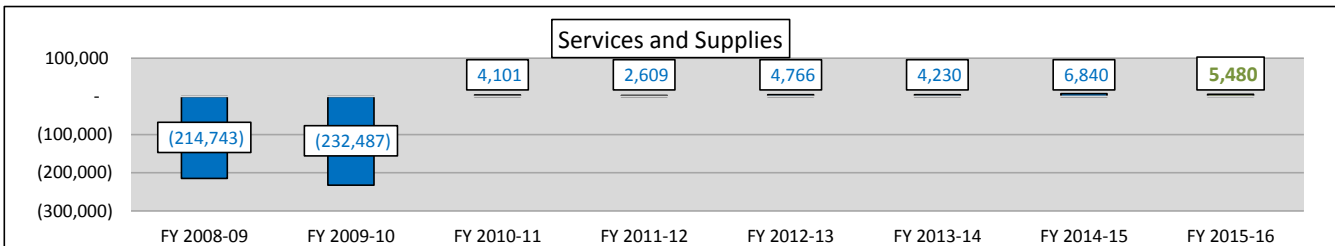
## Performance Measures

- » Financial Planning will project/create monthly budgets for FY2015-16 now. Throughout the fiscal year, actual revenue and actual expenditure will be compared against these monthly budgets. The targeted variance, per month, will be within 2%.
- » Financial Planning will have at least 12 interactions with internal customers where FPO staff will provide tools or teach techniques to facilitate customers' improved understanding and efficient management of the FY 2015-16 budget.

## FY 2015-16 APPROVED BUDGET



There have been no significant changes to the total number of budgeted staff; however, FPO was able to reduce salaries and benefits costs in FY 2014-15 and FY 2015-16 by underfilling a Sr. Administrative Analyst position with an Analyst I position (netting over \$50,000 a year in savings).



There are no significant changes to report for FY 2015-16 (the slight increase in expense in FY 2014-15 was due to one-time travel/training for staff). The large negative numbers in FYs 2008-09 and 2009-10 were due to an offsetting entry for the recognition of overhead.

## FY 2014-15 ACCOMPLISHMENTS

- » The FY 2015-16 Budget Development page was created on SharePoint to facilitate the communication of budget information.
- » Initiated the MY Plan BPR and a new tiered project structure to streamline project requests and improve project reporting.
- » Launched the FY 2015-16 performance measures pilot program (including the addition of a new SharePoint page).
- » Created the FPO monthly financial dashboard.
- » Year-end projections for both revenue and expense were less than 0.5% different than actual ending figures.
- » Created a monthly encumbrance tracking spreadsheet.

Financial Planning Officer  
**Kristine Swensson**  
 (657) 622-7736

Financial Planning Analyst  
**Carina Delgado**  
 (657) 622-7738

## Financial Planning Office (304210)

		FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
<b>EXPENDITURE HISTORY BY GL ACCOUNT</b>						
GL Account No.	GL Description	Actual	Actual	Actual	Actual	BUDGET
<b>Salaries and Benefits</b>						
900301	Salaries - permanent, non-judicial personnel	610,477	637,051	628,953	575,163	575,215
900320	Lump sum payouts (vacation, sick leave cash outs)	4,157	2,305	1,176	5,495	-
900328	Other pay (on call, differentials, VSIP)	-	1,750	-	-	-
903301	Extra help	-	-	-	-	5,204
908301	Overtime	-	-	18,152	8,398	-
910302	Medicare	8,270	8,524	8,475	8,003	8,341
910401	Dental insurance	4,468	5,537	5,380	5,104	5,640
910501	Health insurance	57,427	58,809	59,118	46,412	46,605
910503	Retiree health benefits	14,691	22,506	22,678	19,320	20,132
910604	Retirement - non-judicial staff	161,930	149,869	170,281	184,334	196,510
912501	Workers' compensation	-	-	173	-	-
913301	Unemployment insurance	1,539	1,545	-	-	-
913501	Life insurance	691	887	1,049	732	540
913502	Long-term disability (LTD) insurance	1,463	1,782	1,745	1,668	1,803
913503	Accidental death and dismemberment (AD&D) insurance	108	105	101	98	120
913699	Other insurance (e.g. vision)	626	624	626	530	624
913899	Other benefits (tuition reimb., OBP, parking)	17,500	17,500	14,000	16,042	17,500
	<b>SUBTOTAL - Salaries and Benefits</b>	<b>883,348</b>	<b>908,793</b>	<b>931,906</b>	<b>871,299</b>	<b>878,234</b>
<b>Services and Supplies</b>						
920599	Dues and memberships	214	-	-	-	-
920699	Office expense	218	117	69	-	1,450
921704	Special events / employee appreciation	-	50	-	-	30
922399	Library purchases and subscriptions	-	-	972	248	-
924599	Printing	217	4,120	3,146	1,562	3,500
929210	Private car mileage	287	-	44	-	500
929299	Travel - in-state	-	328	-	1,493	-
931101	Travel - out-of-state	973	-	-	-	-
933101	Tuition and registration fees	699	150	-	3,537	-
	<b>SUBTOTAL - Services and Supplies</b>	<b>2,609</b>	<b>4,766</b>	<b>4,230</b>	<b>6,840</b>	<b>5,480</b>
	<b>TOTAL EXPENDITURES</b>	<b>885,957</b>	<b>913,559</b>	<b>936,136</b>	<b>878,139</b>	<b>883,714</b>

### STAFFING HISTORY BY CLASSIFICATION

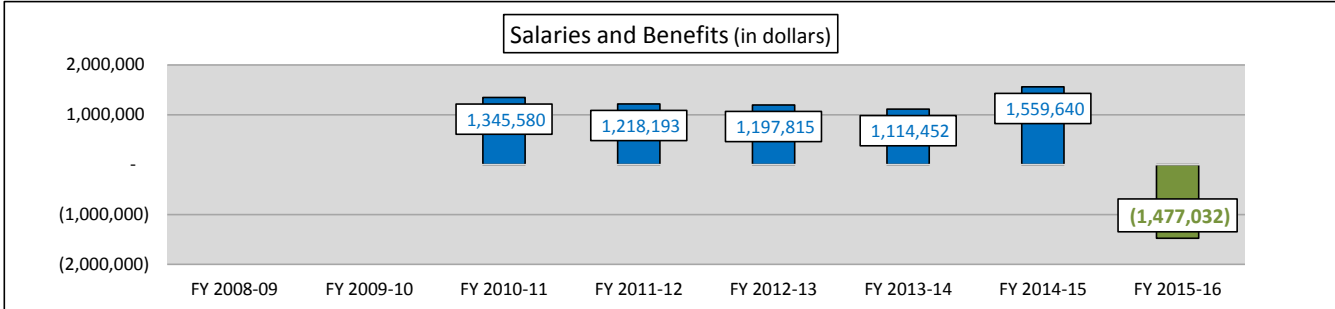
Classification	Auth.		Auth.		Auth.		Auth.		Auth.	
	Positions	FTEs	Positions	FTEs	Positions	FTEs	Positions	FTEs	Positions	FTEs
Administrative Analyst I	-	-	-	-	-	-	-	-	1	1.0
Financial Services Manager II	1	1.0	1	1.0	1	1.0	1	1.0	1	1.0
Program Coordinator/Specialist	1	1.0	1	1.0	1	1.0	1	1.0	1	1.0
Senior Administrative Analyst	4	4.0	4	4.0	4	4.0	4	4.0	3	3.0
<b>TOTAL STAFFING</b>	<b>6</b>	<b>6.0</b>	<b>6</b>	<b>6.0</b>	<b>6</b>	<b>6.0</b>	<b>6</b>	<b>6.0</b>	<b>6</b>	<b>6.0</b>

## Financial Resource Development (304230)

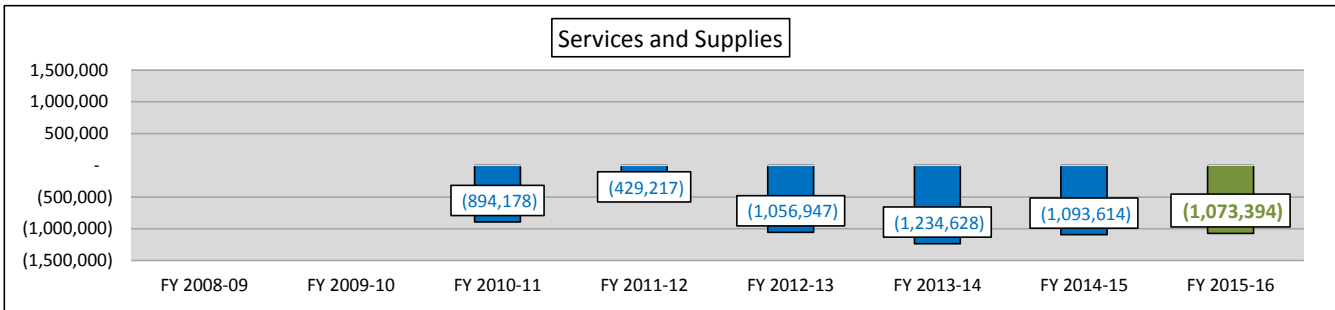
### Mission Statement

Financial Resources and Development is a warehouse for revenues and expenses that are not allocable to any specific cost center.

### FY 2015-16 APPROVED BUDGET



There is no staffing associated with this cost center. Salary and benefit costs are mainly undistributed workers compensation. The FY 2015-16 budget is negative because the Court's undistributed budgeted salary savings is included in this cost center; however, actual savings will be reflected within the various cost centers.



Services and supplies are negative because the offsetting entries for indirect overhead are recorded in this cost center. Indirect overhead is recorded for the reimbursable portion of Collections and various grant programs.

Financial Planning Officer  
**Kristine Swenson**  
 (657) 622-7736

Financial Planning Analyst  
**Daniel Kopp**  
 (657) 622-7737

## Financial Resource Development (304230)

		FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
<b>EXPENDITURE HISTORY BY GL ACCOUNT</b>						
GL Account No.	GL Description	Actual	Actual	Actual	Actual	BUDGET
<b>Salaries and Benefits</b>						
900301	Salaries - permanent, non-judicial personnel	-	-	-	10,734	-
900320	Lump sum payouts (vacation, sick leave cash outs)	-	-	-	-	400,000
900328	Other pay (on call, differentials, VSIP)	-	-	-	3,270	-
903301	Extra help	-	-	-	10,972	-
908301	Overtime	-	-	-	420,342	831,503
910302	Medicare	-	-	-	2,877	-
910501	Health insurance	-	-	-	1,629	-
910503	Retiree health benefits	-	-	-	437	-
910604	Retirement - non-judicial staff	-	-	-	3,582	-
912501	Workers' compensation	1,218,193	1,197,815	1,114,481	1,105,676	1,637,389
913699	Other insurance (e.g. vision)	-	-	(29)	122	-
914101	Salary savings (budget only)	-	-	-	-	(4,345,924)
	<b>SUBTOTAL - Salaries and Benefits</b>	<b>1,218,193</b>	<b>1,197,815</b>	<b>1,114,452</b>	<b>1,559,640</b>	<b>(1,477,032)</b>
<b>Services and Supplies</b>						
921704	Special events / employee appreciation	-	-	-	-	365
923999	General expense - service	-	-	1,556	(0)	-
929210	Private car mileage	-	-	-	11,019	-
929299	Travel - in-state	-	-	593	1,482	-
938201	Consulting services - temporary help	-	-	-	-	38,912
938404	Administrative services contracts	748,644	37,665	32,788	35,734	37,663
992001	Departmental indirect allocations	(1,177,861)	(1,094,612)	(1,269,565)	(1,075,754)	(1,150,334)
999910	Prior year expense adjustments	-	-	-	(66,095)	-
	<b>SUBTOTAL - Services and Supplies</b>	<b>(429,217)</b>	<b>(1,056,947)</b>	<b>(1,234,628)</b>	<b>(1,093,614)</b>	<b>(1,073,394)</b>
	<b>TOTAL EXPENDITURES</b>	<b>788,975</b>	<b>140,868</b>	<b>(120,176)</b>	<b>466,026</b>	<b>(2,550,426)</b>

### STAFFING HISTORY BY CLASSIFICATION

Classification	Auth.		Auth.		Auth.		Auth.		Auth.	
	Positions	FTEs	Positions	FTEs	Positions	FTEs	Positions	FTEs	Positions	FTEs
<b>TOTAL STAFFING</b>	-	-	-	-	-	-	-	-	-	-

# Accounting Services (304300)

## Mission Statement

The mission of Accounting Services is to ensure the efficient management of Court resources and funds held in trust, while complying with all applicable regulations and policies. Accounting Services supports judicial officers and management by applying comprehensive accounting practices that ensure accuracy and accountability, and by providing exceptional, responsive service to both our external and internal Court customers. Accounting Services strives to achieve development of staff, and the constant improvement of our effectiveness through flexibility and innovation.

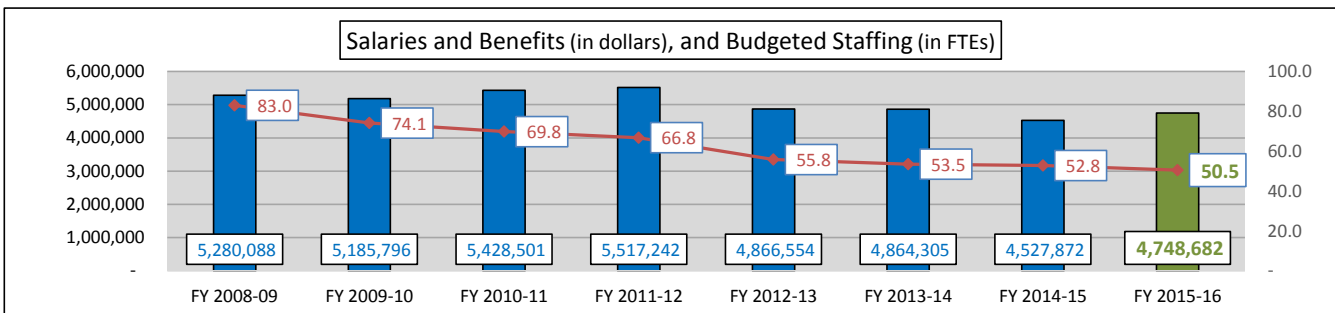
## FY 2015-16 Goals and Objectives

- » Implement accounting processes, financial data conversion, and Alternate Defense Services to the new CMS Odyssey for family/juvenile cases.
- » Coordinate the financial operations of the Superior Court Service Center.
- » Conduct system evaluation and gap analysis for civil cases in Odyssey.
- » Implement counter credit card upgrade for Europay, Mastercard, and Visa (EMV) compliance.
- » Continue to monitor cash and ensure successful closings with the new 1% reserve and encumbrance policies.

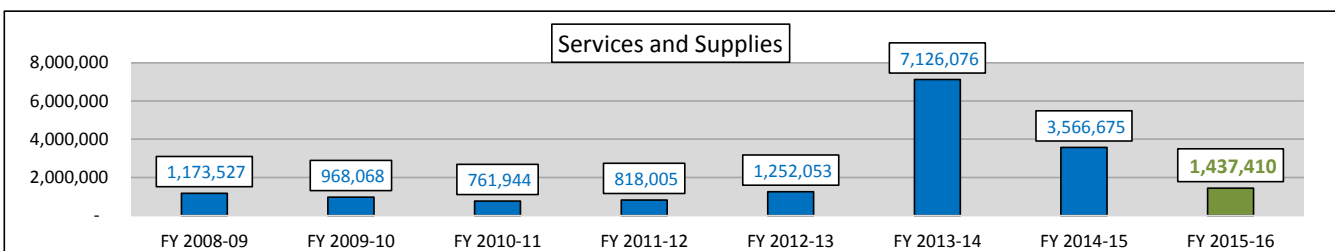
## Performance Measures

- » Dollar amount of chargeback losses.

## FY 2015-16 APPROVED BUDGET



The decrease in budgeted FTEs from FY 2014-15 to FY 2015-16 is attributable to the transfer of 2.75 FTEs Accounting Specialists to Records and Exhibit Management (cost center 306330) and 0.25 FTE Office Specialist to Facilities Maintenance (cost center 300900). These decreases are partially offset by an increase of 0.75 FTE due to the change in the method used for calculating salary savings.



The decrease in the services and supplies budget in FY 2015-16 is due to Other Post-Employment Benefits (OPEB) not being budgeted in FY 2015-16, and a decrease in county-provided services. These decreases are partially offset by the transfer of bank fees and banking and investment services costs to this cost center from cost center 304100.

## FY 2014-15 ACCOMPLISHMENTS

- » Centralized fiscal duties in specialized teams to ensure efficiency and consistency in procedures, resulting in savings of 3.0 FTEs.
- » Completed the State Controller's Office revenue audit with no monetary findings.
- » Successfully closed fiscal year with no FY 2014-15 unspent funds being returned to the Judicial Council.
- » Continued to meet daily deliverables and supported new courtwide projects with an average of 6.0 unfilled FTE positions (11% vacancies).
- » Led the implementation of the statewide automated interface between Odyssey and SAP.
- » Play key roles in configuring and developing a new CMS for Family Law and Juvenile. Absorbed project management and system testing workload without additional resources.

Financial Services Manager  
**Jennifer Han / Solange Backes**  
 (657) 622-7828 / (657) 622- 7546

Financial Planning Analyst  
**Carina Delgado**  
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## Accounting Services (304300)

		FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
<b>EXPENDITURE HISTORY BY GL ACCOUNT</b>						
GL Account No.	GL Description	Actual	Actual	Actual	Actual	BUDGET
<b>Salaries and Benefits</b>						
900301	Salaries - permanent, non-judicial personnel	3,766,357	3,299,384	3,081,029	2,875,819	3,066,896
900320	Lump sum payouts (vacation, sick leave cash outs)	33,321	28,596	23,577	34,694	-
900328	Other pay (on call, differentials, VSIP)	6,993	28,818	764	1,891	-
903301	Extra help	14,760	-	-	-	-
908301	Overtime	317	1,469	188,298	34,683	-
910302	Medicare	50,461	43,510	42,568	39,259	44,468
910401	Dental insurance	4,736	5,217	3,871	3,402	4,512
910501	Health insurance	526,049	486,009	486,741	454,485	481,856
910503	Retiree health benefits	98,979	125,485	122,289	103,100	107,338
910604	Retirement - non-judicial staff	939,133	785,085	868,492	940,314	998,707
912501	Workers' compensation	-	-	562	-	-
913301	Unemployment insurance	10,362	8,753	-	-	-
913501	Life insurance	786	834	753	482	432
913502	Long-term disability (LTD) insurance	1,444	1,521	1,062	965	1,361
913503	Accidental death and dismemberment (AD&D) insurance	122	99	72	65	96
913699	Other insurance (e.g. vision)	37,172	31,650	30,229	28,214	29,016
913899	Other benefits (tuition reimb., OBP, parking)	26,250	20,125	14,000	10,500	14,000
	<b>SUBTOTAL - Salaries and Benefits</b>	<b>5,517,242</b>	<b>4,866,554</b>	<b>4,864,305</b>	<b>4,527,872</b>	<b>4,748,682</b>
<b>Services and Supplies</b>						
920301	Merchant fees	486,140	443,374	410,689	409,034	460,000
920302	Bank fees	-	-	-	-	16,200
920699	Office expense	1,260	1,368	1,602	1,714	950
921599	Advertising expense	488	4,606	-	3,436	30,000
921702	Meals / food	423	136	-	-	-
921704	Special events / employee appreciation	-	273	-	-	255
922399	Library purchases and subscriptions	-	-	507	-	-
922699	Equipment - under \$5,000	11,238	-	5,570	2,232	47,500
922899	Equipment - maintenance and repairs	452	453	395	1,475	1,000
924599	Printing	240	240	-	-	-
929210	Private car mileage	3,859	2,618	7,309	1,474	4,000
929299	Travel - in-state	29	24	1,015	190	-
931101	Travel - out-of-state	100	-	-	-	-
933101	Tuition and registration fees	995	-	-	199	600
938201	Consulting services - temporary help	52,600	-	2,016	48,174	-
939701	Banking and investment services	-	-	-	-	12,000
942901	County-provided services	258,830	662,413	3,337,431	1,096,349	862,405
943502	IT - software and license fees	-	-	103	-	-
952599	Cash differences	1,246	2,460	1,969	1,898	2,500
971002	Interest expense	-	133,267	-	-	-
972100	Judgments, settlements, and claims	108	821	-	500	-
971101	OPEB Expense	-	-	1,200,000	2,000,000	-
999910	Prior year expense adjustments	-	-	2,157,470	-	-
	<b>SUBTOTAL - Services and Supplies</b>	<b>818,005</b>	<b>1,252,053</b>	<b>7,126,076</b>	<b>3,566,675</b>	<b>1,437,410</b>
	<b>TOTAL EXPENDITURES</b>	<b>6,335,247</b>	<b>6,118,608</b>	<b>11,990,382</b>	<b>8,094,547</b>	<b>6,186,092</b>

### STAFFING HISTORY BY CLASSIFICATION

Classification	Auth.		Auth.		Auth.		Auth.		Auth.	
	Positions	FTEs	Positions	FTEs	Positions	FTEs	Positions	FTEs	Positions	FTEs
Accountant/Auditor II	6	6.0	6	6.0	6	6.0	6	6.0	6	6.0
Accounting Office Supervisor	6	6.0	4	3.7	5	5.0	4	4.0	4	4.0
Accounting Specialist	34	31.3	27	24.3	22	21.5	22	21.3	19	18.5
Administrative Analyst II	1	1.0	1	1.0	1	1.0	1	1.0	1	1.0
Financial Services Manager I	3	3.0	3	3.0	3	3.0	2	2.0	2	2.0
Financial Services Manager II	1	1.0	1	1.0	1	-	1	0.8	1	1.0
Program Coordinator/Specialist	2	1.0	1	1.0	-	-	-	-	-	-
Senior Accountant/Auditor I	3	2.0	2	2.0	2	2.0	2	2.0	3	3.0
Senior Accounting Assistant	13	12.5	13	11.6	13	13.0	14	13.5	13	13.0
Supervising Accountant	1	1.0	1	1.0	1	1.0	1	1.0	1	1.0
Training and Procedure Specialist	2	2.0	1	1.2	1	1.0	1	1.0	1	1.0
<b>TOTAL STAFFING</b>	<b>72</b>	<b>66.8</b>	<b>60</b>	<b>55.8</b>	<b>55</b>	<b>53.5</b>	<b>54</b>	<b>52.8</b>	<b>51</b>	<b>50.5</b>

## Facilities Maintenance (300900)

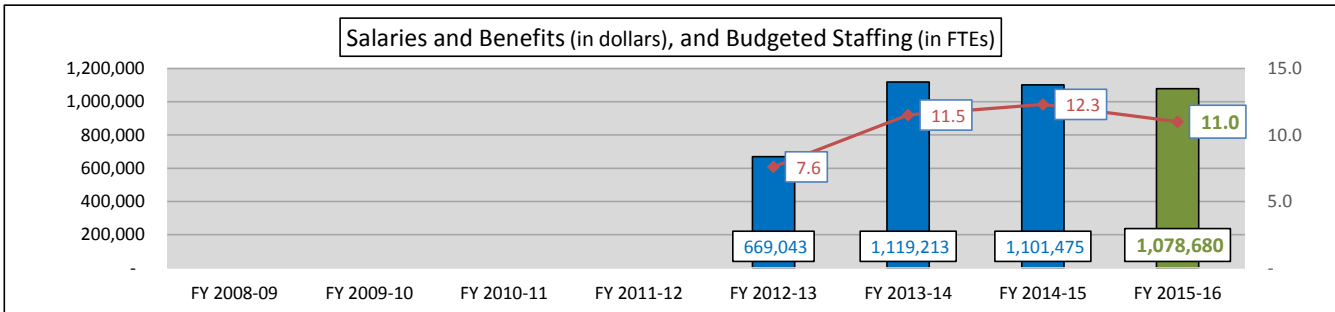
### Mission Statement

Provide quality facilities maintenance, operation, and modification services in an efficient and professional manner to ensure safe and fully operable facilities in compliance with all applicable law, code, and regulation. We meet this goal while driving the Court's resource model through responsible budget stewardship and efficient business practices while striving for the best value possible. This ensures that court operations are able to continue uninterrupted and helps Orange County Superior Court meet our goal of serving the public by administering justice and resolving disputes under the law.

### FY 2015-16 Goals and Objectives

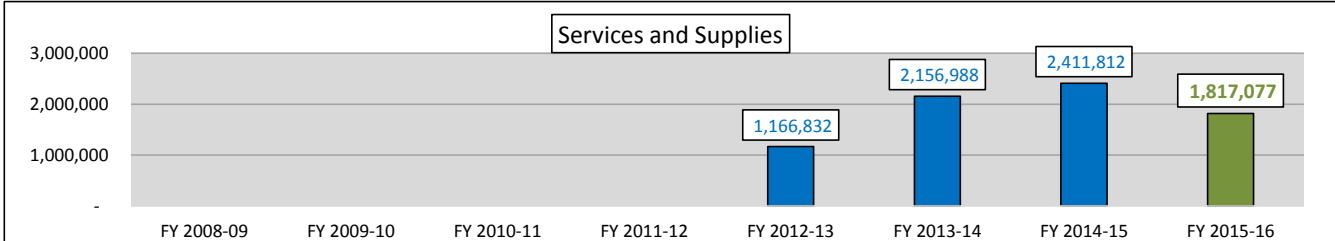
- » Perform timely and proactive facilities maintenance and operations services
- » Facilitate modifications within the budget

### FY 2015-16 APPROVED BUDGET



The Facilities Maintenance program began in FY 2012-13.

In FY 2015-16, budgeted staffing is decreased 0.8 Office Assistant and 1.0 Building Maintenance Engineer. The decreases are partially offset by an increase due to the change in the method used for calculating salary savings.



There are no significant changes to the services and supplies budget in FY 2015-16. The budget is significantly lower than FY 2014-15 actual expenses because expenditures for FY 2014-15 include modification projects approved for funding by the Judicial Council.

### FY 2014-15 ACCOMPLISHMENTS

- » Completed approximately \$373,000 in facility modifications with savings from the Facility Management Delegation program
- » Completed 4,031 service work orders including preventative maintenance, reactive maintenance, and facility modifications
- » Completed facility modifications utilizing approximately \$1,350,000 in additional funding from the Judicial Council
- » Completed multiple variable frequency drive installations and other energy efficiency projects for long-term cost savings

Court Facilities Manager  
**Anthony Palumbo**  
 (657) 622-7765

Financial Planning Analyst  
**Daniel Kopp**  
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## Facilities Maintenance (300900)

		FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
<b>EXPENDITURE HISTORY BY GL ACCOUNT</b>						
GL Account No.	GL Description	Actual	Actual	Actual	Actual	BUDGET
<b>Salaries and Benefits</b>						
900301	Salaries - permanent, non-judicial personnel	-	450,898	675,550	673,619	682,647
900320	Lump sum payouts (vacation, sick leave cash outs)	-	-	5,139	-	-
900328	Other pay (on call, differentials, VSIP)	-	17,431	34	37	-
908301	Overtime	-	6,020	99,579	60,727	39,945
910302	Medicare	-	6,502	10,995	10,313	9,896
910401	Dental insurance	-	724	1,547	1,395	1,128
910501	Health insurance	-	62,203	106,910	110,669	121,378
910503	Retiree health benefits	-	17,982	26,871	24,061	23,891
910604	Retirement - non-judicial staff	-	97,985	182,737	210,770	189,630
913301	Unemployment insurance	-	1,177	-	-	-
913501	Life insurance	-	132	302	199	108
913502	Long-term disability (LTD) insurance	-	209	411	367	293
913503	Accidental death and dismemberment (AD&D) insurance	-	13	29	27	24
913699	Other insurance (e.g. vision)	-	3,975	5,610	5,794	6,240
913899	Other benefits (tuition reimb., OBP, parking)	-	3,792	3,500	3,500	3,500
	<b>SUBTOTAL - Salaries and Benefits</b>	-	<b>669,043</b>	<b>1,119,213</b>	<b>1,101,475</b>	<b>1,078,680</b>
<b>Services and Supplies</b>						
920299	Laboratory expense	-	2,882	198	4,038	5,000
920599	Dues and memberships	-	-	-	360	1,440
920699	Office expense	-	121	-	82	-
921704	Special events / employee appreciation	-	-	-	-	55
922399	Library purchases and subscriptions	-	178	260	-	-
922611	Equipment - computers	-	-	3,200	-	-
922799	Equipment - rents and leases	-	-	-	2,380	-
923999	General expense - service	-	-	-	11,010	22,795
925101	Telecommunications	-	174	-	-	-
925103	Cell phones / pagers	-	2,617	4,568	4,620	4,660
929210	Private car mileage	-	1,487	4,824	6,917	7,500
929299	Travel - in-state	-	-	-	630	-
933101	Tuition and registration fees	-	-	560	-	-
934512	Alarm service	-	50,442	84,329	8,492	90,000
935499	Maintenance and supplies	-	1,104,131	1,856,265	2,173,644	1,612,427
935599	Grounds	-	-	77,594	91,195	72,000
935699	Alteration expenses	-	1,150	-	10,199	-
938201	Consulting services - temporary help	-	-	-	7,257	-
938401	General consultant and professional services	-	2,190	-	-	-
943502	IT - software and license fees	-	-	9,820	-	-
952002	Uniforms	-	1,461	-	-	-
952099	Uniform allowance	-	-	681	466	1,200
972100	Judgments, settlements, and claims	-	-	480	-	-
992001	Departmental indirect allocations	-	-	127,617	90,522	-
999910	Prior year expense adjustments	-	-	(13,409)	-	-
	<b>SUBTOTAL - Services and Supplies</b>	-	<b>1,166,832</b>	<b>2,156,988</b>	<b>2,411,812</b>	<b>1,817,077</b>
	<b>TOTAL EXPENDITURES</b>	-	<b>1,835,875</b>	<b>3,276,200</b>	<b>3,513,288</b>	<b>2,895,757</b>

### STAFFING HISTORY BY CLASSIFICATION

Classification	Auth.		Auth.		Auth.		Auth.		Auth.	
	Positions	FTEs	Positions	FTEs	Positions	FTEs	Positions	FTEs	Positions	FTEs
Building Maintenance Engineer	-	-	1	0.8	1	1.0	1	1.0	1	1.0
Facilities Technician	-	-	6	4.5	6	6.0	6	6.0	6	5.0
HVAC Mechanic	-	-	2	1.5	3	3.0	3	2.8	3	3.0
Office Assistant	-	-	-	-	1	0.5	1	0.8	1	-
Office Specialist	-	-	-	-	-	-	1	0.8	1	1.0
Senior Accounting Assistant	-	-	1	0.8	1	1.0	1	1.0	1	1.0
<b>TOTAL STAFFING</b>	-	-	<b>10</b>	<b>7.6</b>	<b>12</b>	<b>11.5</b>	<b>13</b>	<b>12.3</b>	<b>13</b>	<b>11.0</b>

# Facilities Administration and Project Management (304410)

## Mission Statement

We serve judicial officers, court employees, and court users by providing quality facilities management, emergency response, and security services in an efficient and professional manner to ensure safe, secure, and fully operable facilities in compliance with all applicable law, code, and regulation. We meet this goal while driving the Court's resource model through responsible budget stewardship and efficient business practices while striving for the best value possible. This ensures that court operations are able to continue uninterrupted and help Orange County Superior Court meet our goal of serving the public by administering justice and resolving disputes under the law.

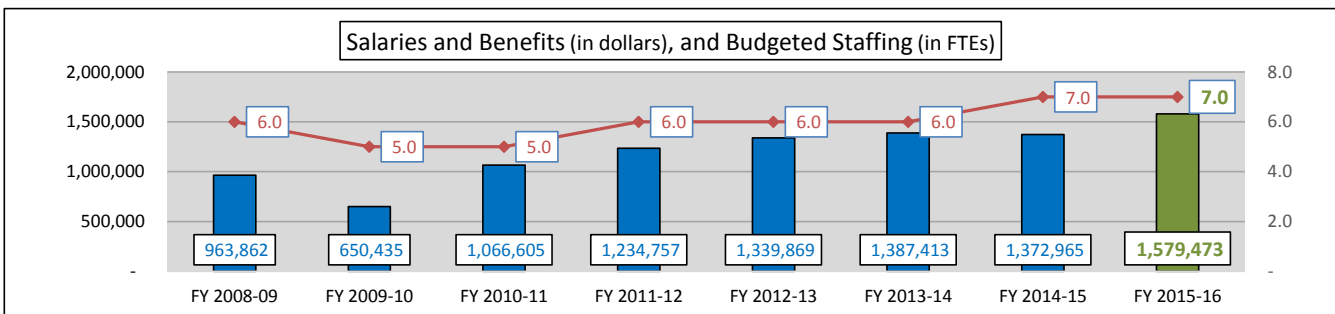
## FY 2015-16 Goals and Objectives

» Perform timely and proactive facilities management services within the budget

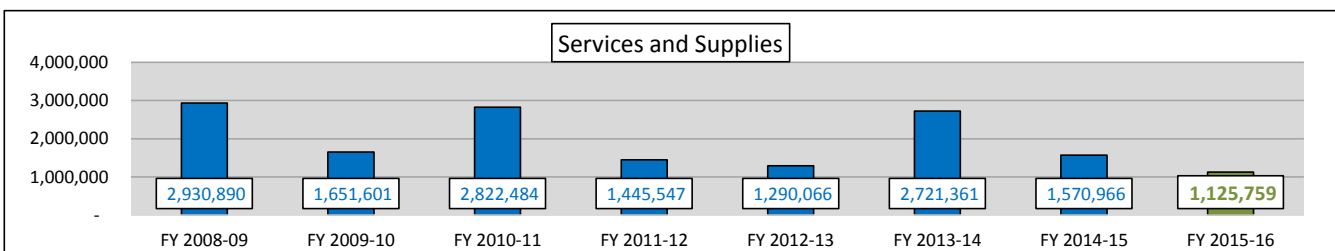
## Performance Measures

- » 95% customer satisfaction rating
- » Emergency Response Security Services (ERSS) will promote new Court Alert system to all non-judicial employees encouraging them to voluntarily provide multiple contact pathways to court management for use during emergency incidents.
- » 97% on time completion of preventative maintenance service work orders.

## FY 2015-16 APPROVED BUDGET



There are no significant changes to the salaries and benefits budget in FY 2015-16.



Services and supplies are decreasing in FY 2015-16 mainly because a carpeting project some other large one-time projects were completed in FY 2014-15.

## FY 2014-15 ACCOMPLISHMENTS

- » Planned and built-out the new Superior Court Service Center facility in Mission Viejo
- » Retrofitted T12 lighting on floors 1-3 for energy efficiency and long-term savings at CJC
- » Completed \$373,000 in facility modifications with savings from the Facilities Maintenance program and \$1,350,000 in facility modifications with additional funding from the Judicial Council
- » Abated asbestos and replaced the ceiling in W12 courtroom at WJC
- » Planned and built-out a new Family Law courtroom at LJC

Court Facilities Manager  
**Anthony Palumbo**  
 (657) 622-7765

Financial Planning Analyst  
**Daniel Kopp**  
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## Facilities Administration and Project Management (304410)

		FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
EXPENDITURE HISTORY BY GL ACCOUNT						
GL Account No.	GL Description	Actual	Actual	Actual	Actual	BUDGET
<b>Salaries and Benefits</b>						
900301	Salaries - permanent, non-judicial personnel	484,816	526,325	549,704	495,541	653,085
900320	Lump sum payouts (vacation, sick leave cash outs)	7,096	15,393	10,889	61,181	-
900328	Other pay (on call, differentials, VSIP)	-	6,700	-	-	-
903301	Extra help	13,279	-	-	-	-
908301	Overtime	913	-	25,106	16,494	-
910302	Medicare	5,984	5,973	5,497	5,164	9,469
910401	Dental insurance	3,653	5,015	5,498	4,802	6,768
910501	Health insurance	69,360	72,780	57,175	57,396	83,528
910503	Retiree health benefits	12,670	20,332	21,803	17,809	22,859
910604	Retirement - non-judicial staff	136,202	133,843	163,922	169,978	223,377
913301	Unemployment insurance	1,374	1,413	-	-	-
913501	Life insurance	573	822	1,070	700	648
913502	Long-term disability (LTD) insurance	1,087	1,451	1,722	1,540	2,092
913503	Accidental death and dismemberment (AD&D) insurance	89	95	103	89	144
913699	Other insurance (e.g. vision)	1,502	1,098	648	626	624
913899	Other benefits (tuition reimb., OBP, parking)	496,160	548,629	544,274	541,646	576,879
<b>SUBTOTAL - Salaries and Benefits</b>		<b>1,234,757</b>	<b>1,339,869</b>	<b>1,387,413</b>	<b>1,372,965</b>	<b>1,579,473</b>
<b>Services and Supplies</b>						
920299	Laboratory expense	-	-	88	-	-
920609	Electronic recording supplies	-	-	-	-	30,000
920699	Office expense	7,251	3,885	1,128	96	5,000
921599	Advertising expense	2,649	-	-	-	-
921702	Meals / food	-	149	142	-	-
921704	Special events / employee appreciation	-	55	-	-	30
922399	Library purchases and subscriptions	20	10,200	-	-	-
922603	Equipment - office furniture	792	-	-	78,817	50,000
922611	Equipment - computers	-	-	-	2,181	-
922699	Equipment - under \$5,000	-	15,951	-	41,781	4,876
922799	Equipment - rents and leases	-	-	7,500	9,000	9,000
922899	Equipment - maintenance and repairs	26,208	14,254	2,850	10,037	1,500
923999	General expense - service	-	-	-	1,731	-
924599	Printing	-	25	-	-	-
925101	Telecommunications	179,631	93,173	88,328	129,019	80,000
928801	Insurance	49,966	55,363	61,425	56,698	59,533
929210	Private car mileage	348	271	160	605	700
929299	Travel - in-state	311	36	12	33	-
933101	Tuition and registration fees	-	128	949	-	-
935202	Rent - non-State owned	1,141,189	1,091,344	961,236	788,245	837,843
935499	Maintenance and supplies	4,506	1,714	1,568,109	375,296	43,740
935699	Alteration expenses	6,414	149	-	-	-
938401	General consultant and professional services	3,580	-	-	1,433	-
942901	County-provided services	3,358	3,368	3,368	-	3,537
943502	IT - software and license fees	19,263	-	26,067	-	-
945203	Major equipment - furniture	-	-	-	5,622	-
945301	Major equipment - non-IT	-	-	-	40,006	-
946601	Major equipment - IT	-	-	-	85,587	-
972100	Judgments, settlements, and claims	60	-	-	-	-
999910	Prior year expense adjustments	-	-	-	(55,220)	-
<b>SUBTOTAL - Services and Supplies</b>		<b>1,445,547</b>	<b>1,290,066</b>	<b>2,721,361</b>	<b>1,570,966</b>	<b>1,125,759</b>
<b>TOTAL EXPENDITURES</b>		<b>2,680,304</b>	<b>2,629,935</b>	<b>4,108,774</b>	<b>2,943,932</b>	<b>2,705,232</b>

### STAFFING HISTORY BY CLASSIFICATION

Classification	Auth.		Auth.		Auth.		Auth.		Auth.	
	Positions	FTEs	Positions	FTEs	Positions	FTEs	Positions	FTEs	Positions	FTEs
A/E Project Manager	1	1.0	-	-	-	-	-	-	-	-
Administrative Analyst I	-	-	1	1.0	-	-	-	-	-	-
Administrative Analyst II	1	1.0	1	1.0	-	-	-	-	1	1.0
Administrative Assistant I	1	1.0	1	1.0	1	1.0	1	1.0	1	1.0
Financial Services Manager II	1	1.0	1	1.0	1	1.0	1	1.0	1	1.0
Senior Administrative Analyst	1	1.0	1	1.0	4	4.0	5	5.0	4	4.0
Staff Specialist	1	1.0	1	1.0	-	-	-	-	-	-
<b>TOTAL STAFFING</b>	<b>6</b>	<b>6.0</b>	<b>6</b>	<b>6.0</b>	<b>6</b>	<b>6.0</b>	<b>7</b>	<b>7.0</b>	<b>7</b>	<b>7.0</b>

# Facilities Management - CJC (304461)

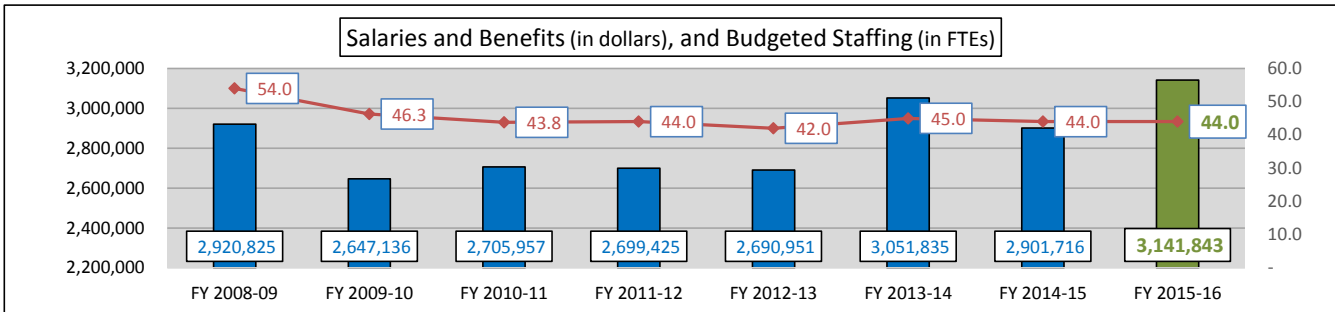
## Mission Statement

We serve Judicial Officers, court employees, and court users by providing quality facilities management, emergency response, and security services in an efficient and professional manner to ensure safe, secure and fully operable facilities in compliance with all applicable law, code, and regulation. We meet this goal while driving the Court's resource model through responsible budget stewardship and efficient business practices while striving for the best value possible. This ensures that court operations are able to continue uninterrupted and help Orange County Superior Court meet our goal of serving the public by administering justice and resolving disputes under the law.

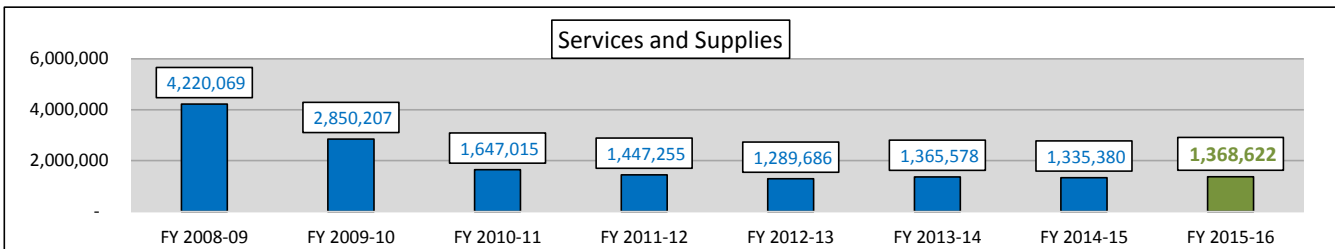
## FY 2015-16 Goals and Objectives

- » Development and coordination of facility modification projects at CJC
- » Perform the safety, ergonomic, and Americans with Disabilities Act (ADA) requested functions of the justice center
- » Maintain an accurate inventory of fixed assets and supplies
- » Ensure that the facility provides a positive work environment for court staff, tenants, and the public

## FY 2015-16 APPROVED BUDGET



There are no significant changes to the salaries and benefits budget in FY 2015-16.



There are no significant changes to the services and supplies budget in FY 2015-16.

## FY 2014-15 ACCOMPLISHMENTS

- » Relocated the Probate Investigator unit and support staff from LJC to CJC, which required reconfiguration of furniture for 10 office areas, installation of duress buttons, office conversions to interview rooms, additional doors and card readers, installation of a secure pass through window for the public, and relocation of ERSS from CJC to CXC.
- » Retrofitted T12 lighting on floors 1-3 for energy efficiency and long-term savings
- » Replaced failing heat exchanger

Court Facilities Manager  
**Anthony Palumbo**  
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Financial Planning Analyst  
**Daniel Kopp**  
 (657) 622-7737

## Facilities Management - CJC (304461)

		FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
EXPENDITURE HISTORY BY GL ACCOUNT						
GL Account No.	GL Description	Actual	Actual	Actual	Actual	BUDGET
<b>Salaries and Benefits</b>						
900301	Salaries - permanent, non-judicial personnel	1,756,022	1,737,511	1,840,668	1,724,999	1,964,050
900320	Lump sum payouts (vacation, sick leave cash outs)	16,654	9,854	21,197	25,758	-
900328	Other pay (on call, differentials, VSIP)	56,257	51,022	51,078	48,839	-
903301	Extra help	26,097	26,272	26,444	26,450	9,547
908301	Overtime	8,537	211	73,448	34,513	-
910302	Medicare	25,624	25,034	27,795	25,448	28,469
910401	Dental insurance	-	499	2,288	2,232	2,256
910501	Health insurance	296,031	324,090	369,520	343,137	403,251
910503	Retiree health benefits	47,298	68,132	75,179	63,287	68,751
910604	Retirement - non-judicial staff	435,797	417,892	531,414	576,129	631,458
913301	Unemployment insurance	5,029	4,705	-	-	-
913501	Life insurance	-	97	446	316	216
913502	Long-term disability (LTD) insurance	-	122	551	549	589
913503	Accidental death and dismemberment (AD&D) insurance	-	9	43	43	48
913699	Other insurance (e.g. vision)	26,080	25,502	24,763	23,016	26,208
913899	Other benefits (tuition reimb., OBP, parking)	-	-	7,000	7,000	7,000
<b>SUBTOTAL - Salaries and Benefits</b>		<b>2,699,425</b>	<b>2,690,951</b>	<b>3,051,835</b>	<b>2,901,716</b>	<b>3,141,843</b>
<b>Services and Supplies</b>						
920622	Copy paper	151,054	150,987	145,834	121,803	125,000
920699	Office expense	92,231	81,284	80,051	85,707	95,900
921702	Meals / food	419	-	-	-	-
921704	Special events / employee appreciation	-	220	110	-	220
922399	Library purchases and subscriptions	487,562	513,619	510,367	526,207	508,360
922603	Equipment - office furniture	13,388	15,593	14,510	34,823	25,000
922611	Equipment - computers	-	-	837	2,037	2,000
922699	Equipment - under \$5,000	10,158	374	5,326	3,554	-
922799	Equipment - rents and leases	197,919	175,605	178,209	165,118	172,000
922899	Equipment - maintenance and repairs	24,108	10,406	14,415	19,261	21,900
923999	General expense - service	19,062	10,952	27,285	22,394	36,517
924599	Printing	38,795	38,424	35,864	30,498	33,668
925101	Telecommunications	208	101	484	-	-
925103	Cell phones / pagers	34,478	26,670	11,591	8,816	11,500
926199	Postage	65,543	68,566	80,657	94,771	89,000
928801	Insurance	-	694	739	706	-
929210	Private car mileage	84	46	58	149	5,881
929299	Travel - in-state	-	4	4	-	-
934512	Alarm service	3,791	-	-	170	-
935301	Janitorial - services	27,852	27,852	28,407	31,139	33,300
935303	Janitorial - cleaning supplies	134,484	116,492	137,290	113,215	151,000
935499	Maintenance and supplies	64,790	34,482	44,670	53,927	43,376
935699	Alteration expenses	7,686	-	15,320	-	-
938201	Consulting services - temporary help	-	-	2,560	-	-
938504	Court interpreter - certified	-	-	161	-	-
943201	IT - maintenance, repairs, and supplies	-	-	-	2,205	-
945203	Major equipment - furniture	6,428	-	-	-	-
945301	Major equipment - non-IT	49,231	4,807	19,602	16,097	-
952002	Uniforms	-	11	-	-	-
952099	Uniform allowance	-	-	57	25	1,000
952499	Vehicle operations	17,985	12,018	11,171	7,769	13,000
971002	Interest expense	-	481	-	-	-
999910	Prior year expense adjustments	-	-	-	(5,010)	-
<b>SUBTOTAL - Services and Supplies</b>		<b>1,447,255</b>	<b>1,289,686</b>	<b>1,365,578</b>	<b>1,335,380</b>	<b>1,368,622</b>
<b>TOTAL EXPENDITURES</b>		<b>4,146,680</b>	<b>3,980,637</b>	<b>4,417,413</b>	<b>4,237,096</b>	<b>4,510,465</b>

### STAFFING HISTORY BY CLASSIFICATION

Classification	Auth.		Auth.		Auth.		Auth.		Auth.	
	Positions	FTEs	Positions	FTEs	Positions	FTEs	Positions	FTEs	Positions	FTEs
Administrative Analyst II	-	-	-	-	2	2.0	2	2.0	2	2.0
Custodian II	26	25.0	25	25.0	25	25.0	25	24.3	23	23.0
Lead Custodian	6	6.0	6	6.0	6	6.0	6	6.0	6	6.0
Legal Property Technician	4	4.0	2	2.0	-	-	-	-	-	-
Office Assistant	1	1.0	1	1.0	1	1.0	1	1.0	1	1.0
Office Specialist	1	1.0	2	2.0	2	2.0	2	2.0	2	2.0
Staff Specialist	1	1.0	-	-	1	1.0	1	1.0	1	1.0
Store Clerk	3	3.0	2	2.0	2	2.0	2	1.8	2	2.0
Supervising Custodian	1	1.0	1	1.0	1	1.0	1	1.0	2	2.0
Support Services Supervisor II	1	1.0	1	1.0	1	1.0	1	1.0	1	1.0
Utility Worker/Driver	1	1.0	2	2.0	4	4.0	4	4.0	4	4.0
<b>TOTAL STAFFING</b>	<b>45</b>	<b>44.0</b>	<b>42</b>	<b>42.0</b>	<b>45</b>	<b>45.0</b>	<b>45</b>	<b>44.0</b>	<b>44</b>	<b>44.0</b>

## Facilities Management - LJC (304462)

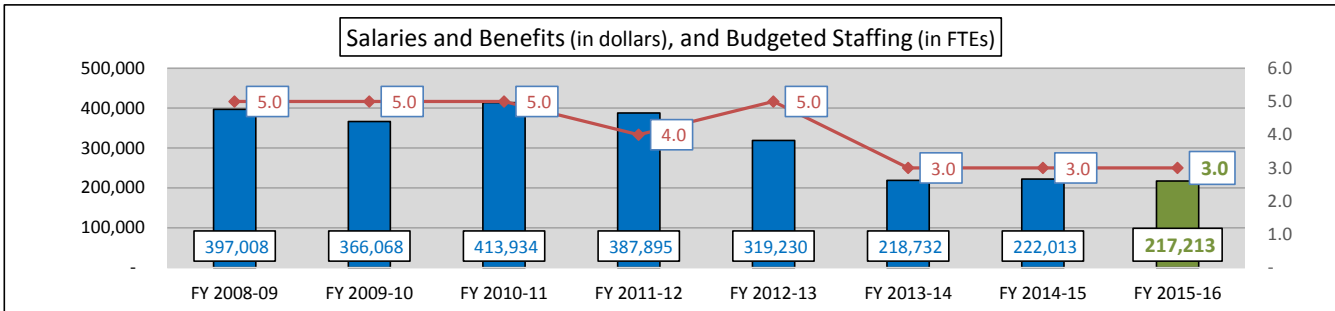
### Mission Statement

As part of the Finance Office, the mission of Lamoreaux Justice Center Facilities Management is to strive toward professional service excellence in the functional areas of capital planning and facilities operations. Facilities Management supports court staff at all levels by ensuring services and supplies are provided using efficient and effective business practices and in compliance with applicable regulations and policies.

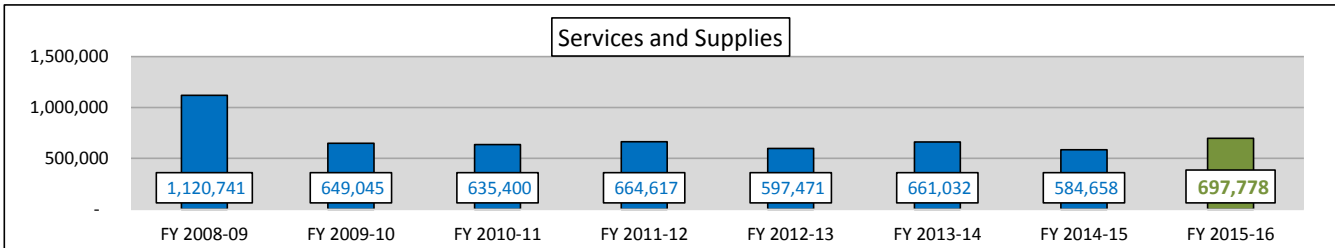
### FY 2015-16 Goals and Objectives

- » Development and coordination of facility modification projects at LJC
- » Perform the safety, ergonomic, and ADA requested functions of the justice center
- » Maintain an accurate inventory of fixed assets and supplies
- » Ensure that the facility provides a positive work environment for court staff, tenants, and the public

### FY 2015-16 APPROVED BUDGET



There are no significant changes to the salaries and benefits budget in FY 2015-16.



There are no significant changes to the services and supplies budget in FY 2015-16.

### FY 2014-15 ACCOMPLISHMENTS

- » Planned and built-out a new family law courtroom
- » Created a centralized multi-purpose training room on the 3rd floor
- » Utilized existing furniture to create workstations in multiple areas to accommodate existing and new staff resulting in reduced costs
- » Replaced chiller no. 3, gaining energy efficiency and long-term savings

Facilities Services Officer  
**Todd Sundvold**  
 (657) 622-5050

Financial Planning Analyst  
**Daniel Kopp**  
 (657) 622-7737



## Facilities Management - LJC (304462)

		FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
<b>EXPENDITURE HISTORY BY GL ACCOUNT</b>						
GL Account No.	GL Description	Actual	Actual	Actual	Actual	BUDGET
<b>Salaries and Benefits</b>						
900301	Salaries - permanent, non-judicial personnel	254,011	215,166	136,659	137,555	135,913
900320	Lump sum payouts (vacation, sick leave cash outs)	1,786	-	1,576	839	-
903301	Extra help	15,281	-	-	-	-
908301	Overtime	-	-	4,169	1,835	-
910302	Medicare	3,930	3,097	1,949	1,902	1,971
910401	Dental insurance	942	824	-	-	-
910501	Health insurance	31,804	33,828	29,362	29,463	31,752
910503	Retiree health benefits	6,687	8,134	5,456	4,910	4,756
910604	Retirement - non-judicial staff	66,369	51,746	37,682	43,631	40,949
913301	Unemployment insurance	736	569	-	-	-
913501	Life insurance	146	123	-	-	-
913502	Long-term disability (LTD) insurance	297	248	-	-	-
913503	Accidental death and dismemberment (AD&D) insurance	23	16	-	-	-
913699	Other insurance (e.g. vision)	2,382	1,979	1,879	1,879	1,872
913899	Other benefits (tuition reimb., OBP, parking)	3,500	3,500	-	-	-
	<b>SUBTOTAL - Salaries and Benefits</b>	<b>387,895</b>	<b>319,230</b>	<b>218,732</b>	<b>222,013</b>	<b>217,213</b>
<b>Services and Supplies</b>						
920622	Copy paper	84,855	80,833	73,656	70,596	83,000
920699	Office expense	56,237	45,248	39,165	47,256	46,000
921702	Meals / food	89	-	-	-	-
921704	Special events / employee appreciation	-	47	13	-	15
922399	Library purchases and subscriptions	25,637	26,135	26,818	21,769	27,900
922603	Equipment - office furniture	4,399	-	2,853	21	-
922608	Equipment - weapons screening	-	-	-	429	-
922611	Equipment - computers	-	-	31	1,492	-
922699	Equipment - under \$5,000	48	6,125	3,709	456	5,000
922799	Equipment - rents and leases	91,953	74,992	87,159	82,006	86,271
922899	Equipment - maintenance and repairs	6,262	10,304	11,058	4,791	6,560
923999	General expense - service	1,280	750	1,820	6,255	3,000
924599	Printing	6,045	29,750	15,800	23,586	30,500
925101	Telecommunications	77	-	-	332	-
926199	Postage	126,504	69,927	124,421	63,255	95,000
929210	Private car mileage	676	263	685	733	1,000
935301	Janitorial - services	192,900	193,118	197,095	215,916	243,516
935303	Janitorial - cleaning supplies	53,482	57,503	54,461	48,617	56,500
935499	Maintenance and supplies	2,504	2,321	2,688	12,887	13,516
938201	Consulting services - temporary help	2,375	-	-	-	-
943201	IT - maintenance, repairs, and supplies	-	157	-	-	-
945203	Major equipment - furniture	9,294	-	-	-	-
945301	Major equipment - non-IT	-	-	19,602	-	-
999910	Prior year expense adjustments	-	-	-	(15,739)	-
	<b>SUBTOTAL - Services and Supplies</b>	<b>664,617</b>	<b>597,471</b>	<b>661,032</b>	<b>584,658</b>	<b>697,778</b>
	<b>TOTAL EXPENDITURES</b>	<b>1,052,512</b>	<b>916,702</b>	<b>879,764</b>	<b>806,672</b>	<b>914,991</b>

### STAFFING HISTORY BY CLASSIFICATION

Classification	Auth.		Auth.		Auth.		Auth.		Auth.	
	Positions	FTEs	Positions	FTEs	Positions	FTEs	Positions	FTEs	Positions	FTEs
Administrative Analyst II	1	1.0	-	-	-	-	-	-	-	-
Administrative Assistant II	1	-	-	-	-	-	-	-	-	-
Senior Administrative Analyst	-	-	1	1.0	-	-	-	-	-	-
Staff Assistant	-	-	1	1.0	1	1.0	1	1.0	1	1.0
Staff Specialist	1	1.0	-	-	-	-	-	-	-	-
Store Clerk	2	2.0	3	3.0	2	2.0	2	2.0	2	2.0
<b>TOTAL STAFFING</b>	<b>5</b>	<b>4.0</b>	<b>5</b>	<b>5.0</b>	<b>3</b>	<b>3.0</b>	<b>3</b>	<b>3.0</b>	<b>3</b>	<b>3.0</b>

# Facilities Management - NJC (304463)

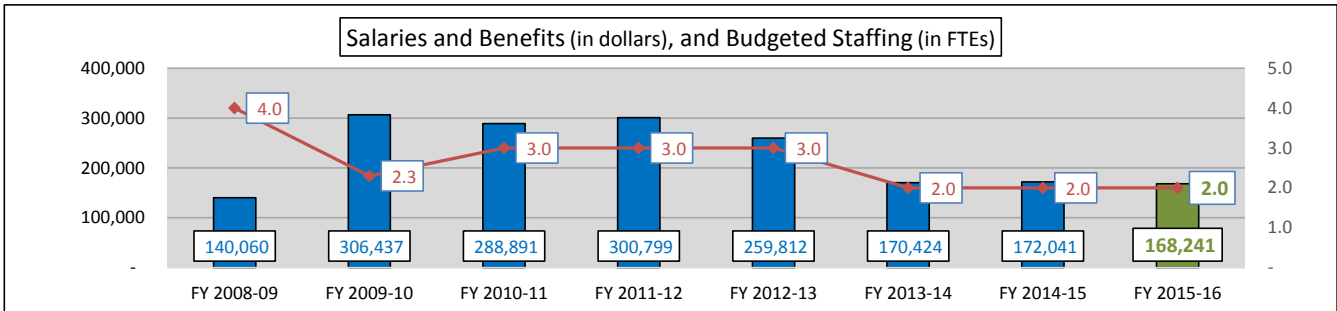
## Mission Statement

As part of the Finance Office, the mission of NJC Facilities Management is to strive toward professional service excellence in the functional areas of capital planning and facilities operations. Facilities Management supports court staff at all levels by ensuring services and supplies are provided using efficient and effective business practices and in compliance with applicable regulations and policies.

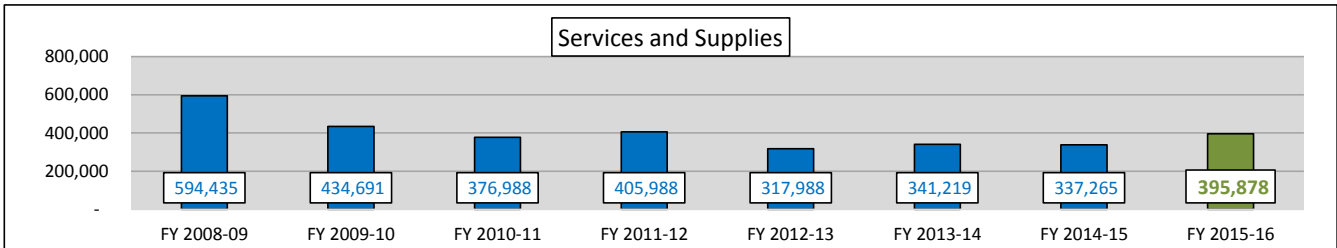
## FY 2015-16 Goals and Objectives

- » Development and coordination of facility modification projects at NJC
- » Perform the safety, ergonomic, and ADA requested functions of the justice center
- » Maintain an accurate inventory of fixed assets and supplies
- » Ensure that the facility provides a positive work environment for court staff, tenants, and the public

## FY 2015-16 APPROVED BUDGET



There are no significant changes to the salaries and benefits budget in FY 2015-16.



There are no significant changes to the services and supplies budget in FY 2015-16.

## FY 2014-15 ACCOMPLISHMENTS

- » Installed sun control window film for energy efficiency and cost savings
- » Completed facility energy audit to identify energy efficiency projects for future cost savings

Cost Center Manager  
**Alfonso Rivas**  
 (657) 622-5646

Financial Planning Analyst  
**Daniel Kopp**  
 (657) 622-7737

## Facilities Management - NJC (304463)

		FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
<b>EXPENDITURE HISTORY BY GL ACCOUNT</b>						
GL Account No.	GL Description	Actual	Actual	Actual	Actual	BUDGET
<b>Salaries and Benefits</b>						
900301	Salaries - permanent, non-judicial personnel	207,226	180,601	110,915	110,915	110,914
900320	Lump sum payouts (vacation, sick leave cash outs)	2,813	-	2,125	1,062	-
908301	Overtime	27	-	4,761	3,273	-
910302	Medicare	1,594	1,559	1,663	1,619	1,608
910401	Dental insurance	942	824	-	-	-
910501	Health insurance	21,712	20,594	14,312	14,020	14,763
910503	Retiree health benefits	5,433	6,823	4,397	3,958	3,882
910604	Retirement - non-judicial staff	55,275	43,808	30,998	35,941	35,826
913301	Unemployment insurance	568	475	-	-	-
913501	Life insurance	146	123	-	-	-
913502	Long-term disability (LTD) insurance	289	240	-	-	-
913503	Accidental death and dismemberment (AD&D) insurance	23	16	-	-	-
913699	Other insurance (e.g. vision)	1,253	1,248	1,253	1,253	1,248
913899	Other benefits (tuition reimb., OBP, parking)	3,500	3,500	-	-	-
<b>SUBTOTAL - Salaries and Benefits</b>		<b>300,799</b>	<b>259,812</b>	<b>170,424</b>	<b>172,041</b>	<b>168,241</b>
<b>Services and Supplies</b>						
920622	Copy paper	43,238	39,836	39,796	34,013	40,200
920699	Office expense	29,545	19,628	23,345	21,102	23,910
921702	Meals / food	80	-	-	-	-
921704	Special events / employee appreciation	-	-	-	-	10
922399	Library purchases and subscriptions	13,984	11,555	13,432	6,353	15,800
922603	Equipment - office furniture	12,073	-	2,584	277	5,000
922611	Equipment - computers	-	-	21	150	1,200
922699	Equipment - under \$5,000	996	474	-	805	3,000
922799	Equipment - rents and leases	47,219	34,617	33,734	28,657	4,100
922899	Equipment - maintenance and repairs	7,760	5,115	4,965	9,073	37,055
923999	General expense - service	1,834	865	3,185	3,812	5,100
924599	Printing	31,472	14,000	16,317	18,626	13,200
925101	Telecommunications	119	-	-	-	-
926199	Postage	18,654	18,164	18,000	16,874	19,000
929210	Private car mileage	612	374	336	475	500
935301	Janitorial - services	138,162	138,021	140,802	154,244	174,303
935303	Janitorial - cleaning supplies	32,924	30,829	40,836	35,773	36,500
935499	Maintenance and supplies	8,745	3,496	3,847	6,281	7,000
935699	Alteration expenses	-	1,014	-	-	-
938201	Consulting services - temporary help	-	-	-	749	-
945203	Major equipment - furniture	12,205	-	-	-	-
945301	Major equipment - non-IT	6,366	-	-	-	10,000
972100	Judgments, settlements, and claims	-	-	20	-	-
<b>SUBTOTAL - Services and Supplies</b>		<b>405,988</b>	<b>317,988</b>	<b>341,219</b>	<b>337,265</b>	<b>395,878</b>
<b>TOTAL EXPENDITURES</b>		<b>706,787</b>	<b>577,799</b>	<b>511,643</b>	<b>509,306</b>	<b>564,119</b>

### STAFFING HISTORY BY CLASSIFICATION

Classification	Auth.		Auth.		Auth.		Auth.		Auth.	
	Positions	FTEs	Positions	FTEs	Positions	FTEs	Positions	FTEs	Positions	FTEs
Senior Administrative Analyst	1	1.0	1	1.0	-	-	-	-	-	-
Staff Assistant	2	2.0	2	2.0	2	2.0	2	2.0	1	1.0
Store Clerk									1	1.0
<b>TOTAL STAFFING</b>	<b>3</b>	<b>3.0</b>	<b>3</b>	<b>3.0</b>	<b>2</b>	<b>2.0</b>	<b>2</b>	<b>2.0</b>	<b>2</b>	<b>2.0</b>

# Facilities Management - WJC (304464)

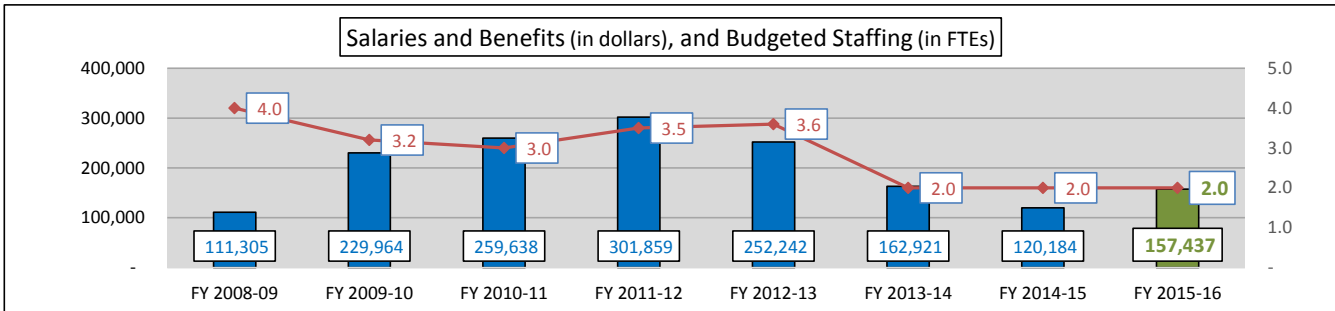
## Mission Statement

As part of the Finance Office, the mission of Facilities Management at West Justice Center is to strive toward professional service excellence in the functional areas of capital planning and facility operations. Facilities Management supports court staff at all levels by ensuring services and supplies are provided using efficient and effective business practices and in compliance with applicable regulations and policies.

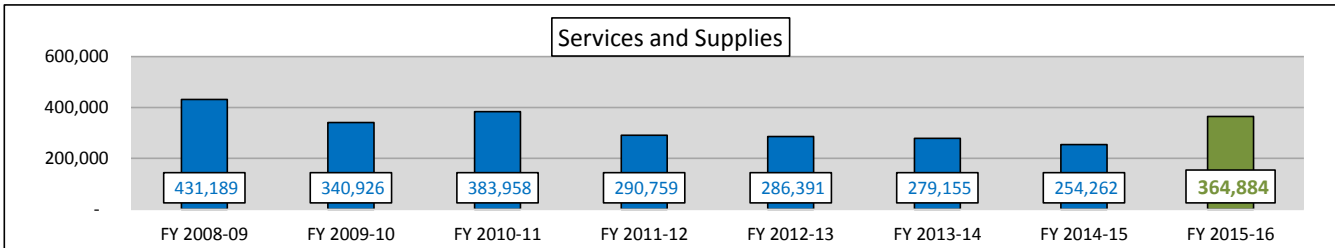
## FY 2015-16 Goals and Objectives

- » Development and coordination of facility modification projects at WJC
- » Perform the safety, ergonomic, and ADA requested functions of the justice center
- » Maintain an accurate inventory of fixed assets and supplies
- » Ensure that the facility provides a positive work environment for court staff, tenants, and the public

## FY 2015-16 APPROVED BUDGET



There are no significant changes to the salaries and benefits budget in FY 2015-16.



There are no significant changes to the services and supplies budget in FY 2015-16.

## FY 2014-15 ACCOMPLISHMENTS

- » Completed asbestos abatement and ceiling replacement in W12 courtroom
- » Replaced failing boiler
- » Completed multiple furniture and staff moves in-house resulting in a cost savings to the Court

Cost Center Manager  
**Todd Sundvold**  
 (657) 622-5050

Financial Planning Analyst  
**Daniel Kopp**  
 (657) 622-7737

## Facilities Management - WJC (304464)

		FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
<b>EXPENDITURE HISTORY BY GL ACCOUNT</b>						
GL Account No.	GL Description	Actual	Actual	Actual	Actual	BUDGET
<b>Salaries and Benefits</b>						
900301	Salaries - permanent, non-judicial personnel	205,808	173,164	99,243	70,192	94,698
900320	Lump sum payouts (vacation, sick leave cash outs)	-	482	839	592	-
900328	Other pay (on call, differentials, VSIP)	2,426	4,442	829	-	-
903301	Extra help	8,319	-	-	-	-
908301	Overtime	159	619	4,130	2,240	-
910302	Medicare	3,157	2,594	1,424	996	1,373
910401	Dental insurance	942	824	-	-	-
910501	Health insurance	14,525	15,186	23,268	19,964	26,216
910503	Retiree health benefits	5,414	6,619	3,967	2,563	3,314
910604	Retirement - non-judicial staff	55,042	42,686	27,968	22,793	30,588
913301	Unemployment insurance	585	470	-	-	-
913501	Life insurance	146	123	-	-	-
913502	Long-term disability (LTD) insurance	304	251	-	-	-
913503	Accidental death and dismemberment (AD&D) insurance	23	16	-	-	-
913699	Other insurance (e.g. vision)	1,510	1,267	1,253	845	1,248
913899	Other benefits (tuition reimb., OBP, parking)	3,500	3,500	-	-	-
<b>SUBTOTAL - Salaries and Benefits</b>		<b>301,859</b>	<b>252,242</b>	<b>162,921</b>	<b>120,184</b>	<b>157,437</b>
<b>Services and Supplies</b>						
920622	Copy paper	34,685	31,578	34,582	25,763	35,000
920699	Office expense	23,365	19,122	19,119	17,224	35,083
921702	Meals / food	26	-	-	-	-
921704	Special events / employee appreciation	-	16	-	-	10
922399	Library purchases and subscriptions	14,248	7,753	7,539	5,577	9,100
922603	Equipment - office furniture	6,819	854	781	530	-
922611	Equipment - computers	-	-	92	215	-
922699	Equipment - under \$5,000	1,445	4,278	1,067	29	5,000
922799	Equipment - rents and leases	37,094	33,032	28,718	25,257	39,025
922899	Equipment - maintenance and repairs	6,172	5,774	6,737	7,160	10,000
923999	General expense - service	884	6,856	2,615	3,359	4,500
924599	Printing	10,849	11,205	3,240	2,688	9,500
925103	Cell phones / pagers	150	-	-	-	-
926199	Postage	129	15,021	15,009	58	15,500
929210	Private car mileage	261	162	-	18	500
935301	Janitorial - services	111,712	112,266	114,519	125,310	149,366
935303	Janitorial - cleaning supplies	28,739	28,787	29,921	32,090	34,000
935499	Maintenance and supplies	8,695	9,655	15,125	8,983	11,000
938201	Consulting services - temporary help	5,487	-	-	-	-
945301	Major equipment - non-IT	-	-	-	-	7,100
952002	Uniforms	-	32	-	-	-
952099	Uniform allowance	-	-	91	-	200
<b>SUBTOTAL - Services and Supplies</b>		<b>290,759</b>	<b>286,391</b>	<b>279,155</b>	<b>254,262</b>	<b>364,884</b>
<b>TOTAL EXPENDITURES</b>		<b>592,617</b>	<b>538,633</b>	<b>442,076</b>	<b>374,446</b>	<b>522,321</b>

### STAFFING HISTORY BY CLASSIFICATION

Classification	Auth.		Auth.		Auth.		Auth.		Auth.	
	Positions	FTEs	Positions	FTEs	Positions	FTEs	Positions	FTEs	Positions	FTEs
Office Assistant	1	0.5	1	0.6	-	-	-	-	-	-
Senior Administrative Analyst	1	1.0	1	1.0	-	-	-	-	-	-
Staff Assistant	1	1.0	1	1.0	1	1.0	1	1.0	1	1.0
Store Clerk	1	1.0	1	1.0	1	1.0	1	1.0	1	1.0
<b>TOTAL STAFFING</b>	<b>4</b>	<b>3.5</b>	<b>4</b>	<b>3.6</b>	<b>2</b>	<b>2.0</b>	<b>2</b>	<b>2.0</b>	<b>2</b>	<b>2.0</b>

# Facilities Management - HJC (304465)

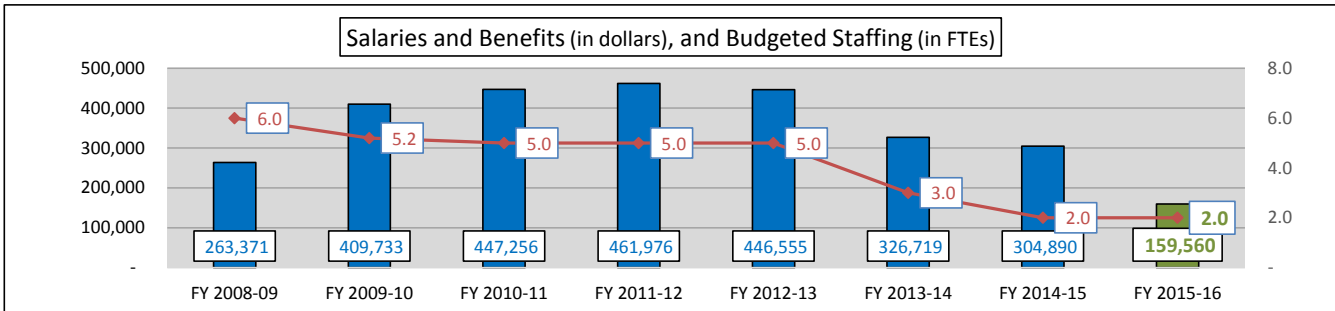
## Mission Statement

As part of the Finance Office, the mission of Facilities Management at Harbor Justice Center is to strive toward professional service excellence in the functional areas of capital planning and facilities operations. Facilities Management supports court staff at all levels by ensuring services and supplies are provided using efficient and effective business practices and in compliance with applicable regulations and policies.

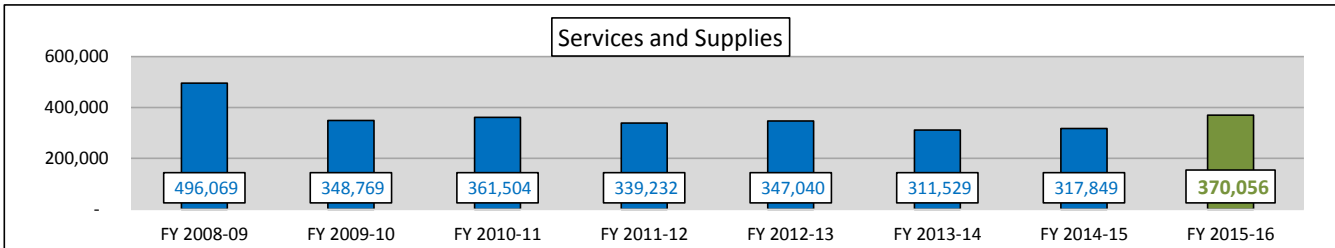
## FY 2015-16 Goals and Objectives

- » Development and coordination of facility modification projects at HJC
- » Perform the safety, ergonomic, and ADA requested functions of the justice center
- » Maintain an accurate inventory of fixed assets and supplies
- » Ensure that the facility provides a positive work environment for court staff, tenants, and the public

## FY 2015-16 APPROVED BUDGET



There are no significant changes to the salaries and benefits budget in FY 2015-16.



There are no significant changes to the services and supplies budget in FY 2015-16. NOTE: the Superior Court Service Center (SCSC) opened April 8, 2015. The services and supplies budget for that facility is included in this cost center budget.

## FY 2014-15 ACCOMPLISHMENTS

- » Planned and built-out the new SCSC facility in Mission Viejo, which opened in April 2015
- » Improved building safety for all occupants of the Harbor Justice Center by upgrading the fire alarm control panel and adding a ground fault interrupter (GFI) to the main electrical breaker
- » Replaced chiller no. 1 gaining energy efficiency and long-term savings

Facilities Services Officer  
**Lori Millard**  
 (657) 622-5485

Financial Planning Analyst  
**Daniel Kopp**  
 (657) 622-7737

## Facilities Management - HJC (304465)

		FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
<b>EXPENDITURE HISTORY BY GL ACCOUNT</b>						
GL Account No.	GL Description	Actual	Actual	Actual	Actual	BUDGET
<b>Salaries and Benefits</b>						
900301	Salaries - permanent, non-judicial personnel	305,794	295,451	207,838	188,747	101,900
900320	Lump sum payouts (vacation, sick leave cash outs)	1,845	839	3,998	4,002	-
900328	Other pay (on call, differentials, VSIP)	3,550	1,462	-	-	-
908301	Overtime	-	-	5,061	4,374	-
910302	Medicare	4,344	4,132	3,043	2,774	1,478
910401	Dental insurance	942	1,141	1,075	1,091	-
910501	Health insurance	48,428	50,819	32,010	28,926	18,454
910503	Retiree health benefits	8,228	11,619	8,239	6,767	3,566
910604	Retirement - non-judicial staff	81,497	73,834	60,112	63,216	32,914
913301	Unemployment insurance	857	798	-	-	-
913501	Life insurance	146	184	209	154	-
913502	Long-term disability (LTD) insurance	311	358	339	351	-
913503	Accidental death and dismemberment (AD&D) insurance	23	22	20	21	-
913699	Other insurance (e.g. vision)	2,506	2,398	1,274	967	1,248
913899	Other benefits (tuition reimb., OBP, parking)	3,505	3,500	3,500	3,500	-
	<b>SUBTOTAL - Salaries and Benefits</b>	<b>461,976</b>	<b>446,555</b>	<b>326,719</b>	<b>304,890</b>	<b>159,560</b>
<b>Services and Supplies</b>						
920622	Copy paper	41,111	39,763	33,230	23,620	28,000
920699	Office expense	23,326	17,851	16,565	13,862	20,793
921702	Meals / food	25	-	-	-	-
921704	Special events / employee appreciation	-	-	-	-	15
922399	Library purchases and subscriptions	5,466	5,810	5,670	4,820	6,075
922603	Equipment - office furniture	368	-	-	-	3,000
922611	Equipment - computers	173	-	110	39	400
922612	Equipment - printers	-	-	-	49	-
922699	Equipment - under \$5,000	6,635	5,526	834	76	10,500
922799	Equipment - rents and leases	41,715	43,391	32,799	30,766	39,400
922899	Equipment - maintenance and repairs	25,095	16,803	8,871	23,191	20,521
923999	General expense - service	3,766	31,122	21,486	9,746	7,300
924599	Printing	15,327	19,506	9,326	5,846	11,200
926199	Postage	39,198	24,167	30,208	20,044	25,250
929210	Private car mileage	1,115	1,047	720	1,319	1,215
929299	Travel - in-state	5	-	-	-	-
934512	Alarm service	150	-	-	-	-
935301	Janitorial - services	108,175	109,427	111,563	125,655	147,332
935303	Janitorial - cleaning supplies	23,360	26,846	31,451	32,487	41,500
935499	Maintenance and supplies	4,210	4,779	8,695	2,969	7,555
935699	Alteration expenses	-	990	-	-	-
938201	Consulting services - temporary help	-	-	-	23,362	-
952002	Uniforms	13	14	-	-	-
	<b>SUBTOTAL - Services and Supplies</b>	<b>339,232</b>	<b>347,040</b>	<b>311,529</b>	<b>317,849</b>	<b>370,056</b>
	<b>TOTAL EXPENDITURES</b>	<b>801,209</b>	<b>793,596</b>	<b>638,248</b>	<b>622,739</b>	<b>529,616</b>

### STAFFING HISTORY BY CLASSIFICATION

Classification	Auth.		Auth.		Auth.		Auth.		Auth.	
	Positions	FTEs	Positions	FTEs	Positions	FTEs	Positions	FTEs	Positions	FTEs
Senior Administrative Analyst	1	1.0	1	1.0	1	1.0	-	-	-	-
Staff Assistant	1	1.0	1	1.0	-	-	1	1.0	1	1.0
Staff Specialist	1	1.0	1	1.0	1	1.0	-	-	-	-
Store Clerk	2	2.0	2	2.0	1	1.0	1	1.0	1	1.0
<b>TOTAL STAFFING</b>	<b>5</b>	<b>5.0</b>	<b>5</b>	<b>5.0</b>	<b>3</b>	<b>3.0</b>	<b>2</b>	<b>2.0</b>	<b>2</b>	<b>2.0</b>

# Emergency Response and Security Services (302260)

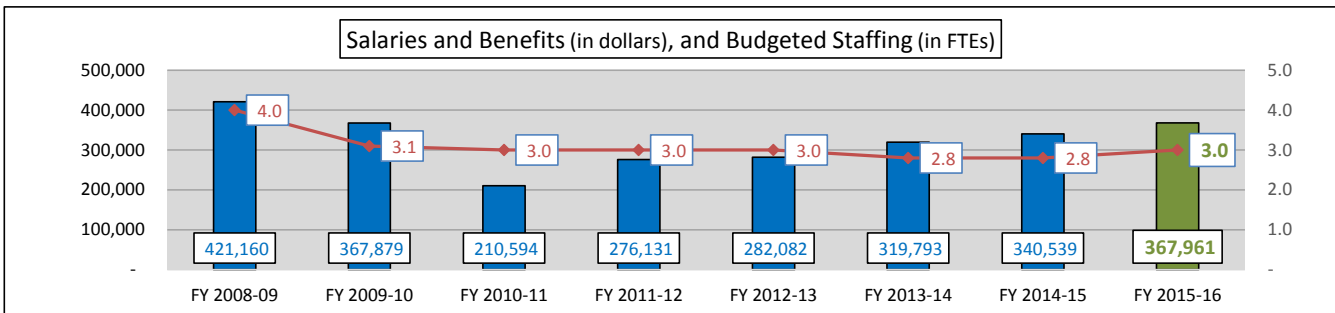
## Mission Statement

Emergency Response and Security Services (ERSS) is dedicated to building a resilient Court community by providing a safe and secure environment through preparedness, planning, and training while ensuring equal access to all.

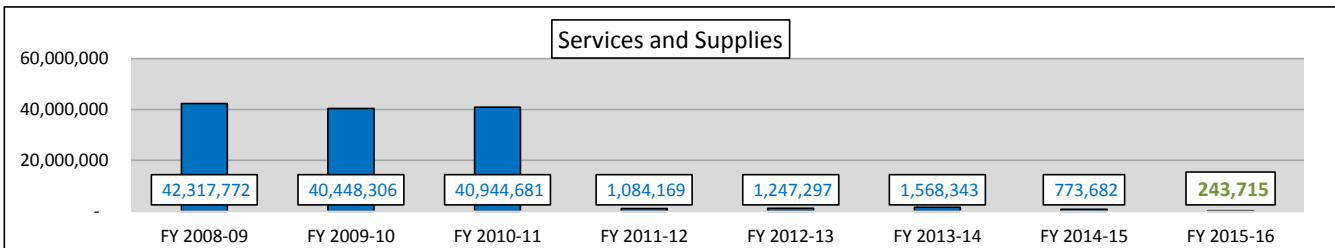
## FY 2015-16 Goals and Objectives

- » Continue Court preparedness through Community Emergency Response Team (CERT)
- » Begin Continuity of Operation Plan (COOP) training
- » Finish emergency mass notification implementation

## FY 2015-16 APPROVED BUDGET



The budgeted staffing increase of 0.2 FTEs is due to the change in the method used for calculating salary savings.



In FY 2011-12, State funding for trial court security was transferred from the courts directly to the counties. After that, the Court only reimbursed the Orange County Sheriff Department (OCSD) for command staff costs. Services and supplies decrease in FY 2014-15 and FY 2015-16 because--by mutual agreement--the Court stopped reimbursing OCSD for command staff costs in February 2015.

## FY 2014-15 ACCOMPLISHMENTS

- » Graduated 20 Court employees from the CERT training
- » Implemented new emergency radios and backpacks throughout the Court and provided in person and online training for their use
- » Executed suspicious device and bomb threat tabletop exercises with the Policy Group and all courthouse Unified Command Teams
- » Developed and implemented various workplace safety plans including Respiratory Protection Program, Hot Work Program, Confined Space Program, and courthouse specific Hazardous Material Business Plans
- » Coordinated development of the threat management team and workplace violence awareness training for supervisors and managers

Court Facilities Manager  
**Anthony Palumbo**  
 (657) 622-7765

Financial Planning Analyst  
**Daniel Kopp**  
 (657) 622-7737



## Emergency Response and Security Services (302260)

		FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
<b>EXPENDITURE HISTORY BY GL ACCOUNT</b>						
GL Account No.	GL Description	Actual	Actual	Actual	Actual	BUDGET
<b>Salaries and Benefits</b>						
900301	Salaries - permanent, non-judicial personnel	185,106	194,975	209,690	203,981	237,245
900320	Lump sum payouts (vacation, sick leave cash outs)	4,852	3,128	-	12,375	-
900328	Other pay (on call, differentials, VSIP)	-	1,000	-	-	-
908301	Overtime	312	486	7,881	6,330	-
910302	Medicare	2,871	2,960	3,156	3,209	3,439
910401	Dental insurance	1,940	2,057	2,047	1,985	2,256
910501	Health insurance	7,466	11,557	18,255	27,491	27,819
910503	Retiree health benefits	4,838	7,595	8,312	7,310	8,304
910604	Retirement - non-judicial staff	53,921	49,470	61,842	69,399	80,379
913301	Unemployment insurance	513	517	-	-	-
913501	Life insurance	295	325	399	289	216
913502	Long-term disability (LTD) insurance	555	539	546	539	631
913503	Accidental death and dismemberment (AD&D) insurance	46	39	38	38	48
913699	Other insurance (e.g. vision)	-	434	626	593	624
913899	Other benefits (tuition reimb., OBP, parking)	13,417	7,000	7,000	7,000	7,000
	<b>SUBTOTAL - Salaries and Benefits</b>	<b>276,131</b>	<b>282,082</b>	<b>319,793</b>	<b>340,539</b>	<b>367,961</b>
<b>Services and Supplies</b>						
920599	Dues and memberships	535	350	545	470	-
920699	Office expense	8,931	6,651	5,675	4,084	10,000
921702	Meals / food	244	-	-	-	-
921704	Special events / employee appreciation	-	-	-	-	15
922611	Equipment - computers	304	-	-	5,185	55,000
922699	Equipment - under \$5,000	7,224	7,046	14,006	3,773	-
922899	Equipment - maintenance and repairs	63,159	77,434	28,522	67,867	80,000
923999	General expense - service	-	3,600	-	-	-
929210	Private car mileage	1,317	1,065	1,902	1,098	2,500
929299	Travel - in-state	754	661	850	1,112	-
933101	Tuition and registration fees	5,329	3,297	402	3,948	-
934510	Courtroom security - Sheriff-provided	(111,850)	-	53,657	-	-
934512	Alarm service	7,074	(1,382)	13,571	-	8,500
934599	Sheriff command staff	946,591	920,687	1,081,844	470,175	-
935499	Maintenance and supplies	1,072	-	14	-	-
935699	Alteration expenses	89,543	2,252	-	-	-
938401	General consultant and professional services	19,995	73,995	70,850	120,750	87,700
943201	IT - maintenance, repairs, and supplies	(8,550)	-	-	-	-
945204	Major equipment - weapons screening	-	-	-	5,533	-
945301	Major equipment - non-IT	52,497	151,641	20,708	-	-
946601	Major equipment - IT	-	-	275,797	82,498	-
971001	Penalties	-	-	-	1,212	-
999910	Prior year expense adjustments	-	-	-	5,978	-
	<b>SUBTOTAL - Services and Supplies</b>	<b>1,084,169</b>	<b>1,247,297</b>	<b>1,568,343</b>	<b>773,682</b>	<b>243,715</b>
	<b>TOTAL EXPENDITURES</b>	<b>1,360,300</b>	<b>1,529,380</b>	<b>1,888,135</b>	<b>1,114,221</b>	<b>611,676</b>

### STAFFING HISTORY BY CLASSIFICATION

Classification	Auth.		Auth.		Auth.		Auth.		Auth.	
	Positions	FTEs	Positions	FTEs	Positions	FTEs	Positions	FTEs	Positions	FTEs
Administrative Analyst II	2	2.0	1	1.0	1	1.0	1	1.0	1	1.0
Senior Administrative Analyst	1	1.0	1	1.0	1	0.8	1	0.8	1	1.0
Staff Specialist	-	-	1	1.0	1	1.0	1	1.0	1	1.0
<b>TOTAL STAFFING</b>	<b>3</b>	<b>3.0</b>	<b>3</b>	<b>3.0</b>	<b>3</b>	<b>2.8</b>	<b>3</b>	<b>2.8</b>	<b>3</b>	<b>3.0</b>

# Collections (304500)

## Mission Statement

The Orange County Superior Court Collections Unit assists its customers in resolving delinquent and non-delinquent financial obligations in a courteous, respectful, and efficient manner. It seeks to improve public trust and confidence in the justice system by holding offenders accountable through the uniform and consistent enforcement of court orders and sanctions, while fostering an enjoyable working environment based on open communication and mutual respect. Initiative, innovation, teamwork, and loyalty are strongly encouraged as is working in a cohesive manner with both internal and external court users.

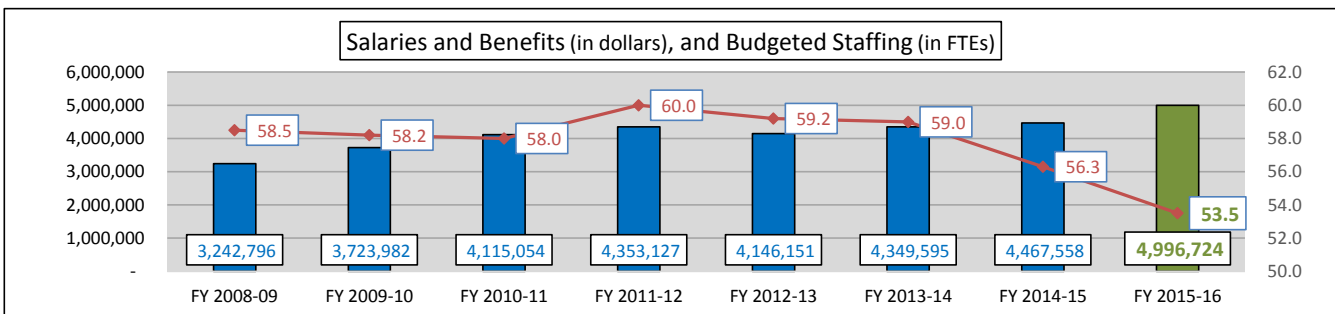
## FY 2015-16 Goals and Objectives

- » Successfully implement the Amnesty Program to allow ease in processing for court staff, and efficiency for court users
- » Automate Tax Intercept and Failure to Pay case processing in order to enhance revenue collections
- » Improve quality of work by focusing on data integrity, case management system enhancements, and vendor interface improvements
- » Encourage and support the professional development of court staff to strengthen the Court's future leaders and enhance the service to internal and external customers

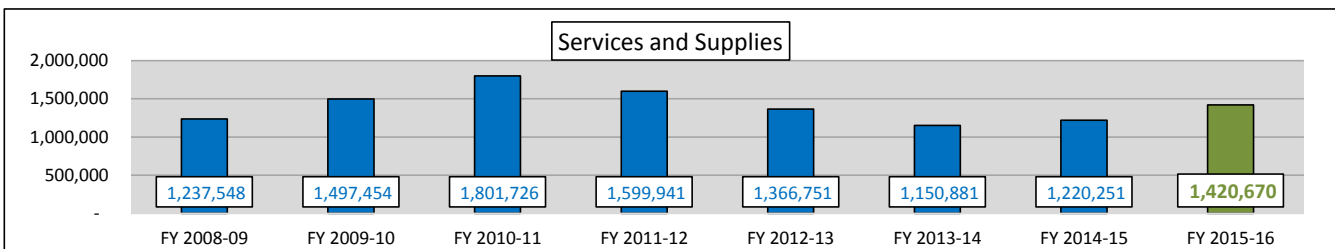
## Performance Measures

- » Increase the number of cases submitted/offsets achieved through the tax intercept process.

## FY 2015-16 APPROVED BUDGET



FY 2015-16 budgeted FTEs decreases by 2.8 FTEs. Four Court Collection Assistant and one Sr. Court Collection Officer positions that were budgeted at 0.8 FTE in FY 2014-15 are now frozen. In addition, two Court Collection Assistant positions that were vacant and budgeted at 0.8 FTE in FY 2014-15 are now filled and budgeted at 1.0 FTE. These decreases are partially offset by the transfer of 0.5 FTE Financial Services Manager II from cost center 304700.



The increase in the FY 2015-16 services and supplies budget over FY 2014-15 actual expenditures is due to increases in postage usage, third party vendor costs, and departmental indirect allocations.

## FY 2014-15 ACCOMPLISHMENTS

- » Improved efficiency of overall case flow between the Court and collection vendors including improving accuracy of case submission/withdrawal, confirmation of files sent/received to reconcile inventory, and more efficient processing of large volume returned case files
- » Enhancements to the Internal Reserve a Court Date site to improve the calendaring process and reduce errors
- » Migrated all Collection document metadata to the Vision CMS for ease in viewing imaged documents
- » Upgraded the Franchise Tax Board – court-ordered debt case submission window to include enhancements that aid in tracking and improve the efficiency of case processing and collection efforts
- » Encouraged key staff to attend and get hands-on SQL training that has allowed for more accurate assessment of caseload when implementing collection process efficiencies

Financial Services Manager  
**Dawn Morton**  
 (657) 622-7747

Financial Planning Analyst  
**Carina Delgado**  
 (657) 622-7738

## Collections (304500)

		FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
<b>EXPENDITURE HISTORY BY GL ACCOUNT</b>						
GL Account No.	GL Description	Actual	Actual	Actual	Actual	BUDGET
<b>Salaries and Benefits</b>						
900301	Salaries - permanent, non-judicial personnel	2,938,608	2,774,338	2,750,318	2,797,132	2,834,857
900320	Lump sum payouts (vacation, sick leave cash outs)	12,753	10,658	19,311	15,066	-
900328	Other pay (on call, differentials, VSIP)	42,439	51,718	38,507	38,016	35,120
908301	Overtime	27,850	14,036	85,898	43,794	475,577
910302	Medicare	41,472	39,059	39,618	39,506	41,619
910401	Dental insurance	966	1,157	1,202	1,134	3,948
910501	Health insurance	444,975	445,805	483,829	474,534	530,278
910503	Retiree health benefits	74,856	105,371	111,067	101,281	100,449
910604	Retirement - non-judicial staff	722,559	660,576	784,294	921,278	929,860
913301	Unemployment insurance	8,172	7,405	-	-	-
913501	Life insurance	152	186	234	161	378
913502	Long-term disability (LTD) insurance	290	327	350	341	1,104
913503	Accidental death and dismemberment (AD&D) insurance	24	22	23	22	84
913699	Other insurance (e.g. vision)	34,511	31,995	31,445	31,795	31,200
913899	Other benefits (tuition reimb., OBP, parking)	3,500	3,500	3,500	3,500	12,250
	<b>SUBTOTAL - Salaries and Benefits</b>	<b>4,353,127</b>	<b>4,146,151</b>	<b>4,349,595</b>	<b>4,467,558</b>	<b>4,996,724</b>
<b>Services and Supplies</b>						
920609	Electronic recording supplies	-	-	-	-	1,500
920699	Office expense	2,359	3,708	1,392	1,112	-
921702	Meals / food	222	-	-	-	-
921704	Special events / employee appreciation	-	197	-	-	270
922399	Library purchases and subscriptions	41,875	27,000	17,225	11,817	12,000
922899	Equipment - maintenance and repairs	294	-	-	-	-
924599	Printing	78,988	57,806	59,589	57,002	65,000
925101	Telecommunications	511	49	16	-	-
926199	Postage	201,743	158,628	177,335	175,286	190,000
929210	Private car mileage	3,613	2,197	3,582	1,390	3,000
929299	Travel - in-state	69	-	5	-	100
931101	Travel - out-of-state	162	-	-	-	-
933101	Tuition and registration fees	-	-	199	-	1,800
939299	Collection services	517,313	471,529	239,634	351,219	450,000
943201	IT - maintenance, repairs, and supplies	4,255	-	-	-	-
943301	IT - commercial contracts	38,610	2,250	-	-	-
943502	IT - software and license fees	63,403	30,212	30,812	31,463	33,000
992001	Departmental indirect allocations	646,525	614,615	621,091	590,963	664,000
999910	Prior year expense adjustments	-	(1,440)	-	-	-
	<b>SUBTOTAL - Services and Supplies</b>	<b>1,599,941</b>	<b>1,366,751</b>	<b>1,150,881</b>	<b>1,220,251</b>	<b>1,420,670</b>
	<b>TOTAL EXPENDITURES</b>	<b>5,953,068</b>	<b>5,512,903</b>	<b>5,500,476</b>	<b>5,687,810</b>	<b>6,417,394</b>

### STAFFING HISTORY BY CLASSIFICATION

Classification	Auth.		Auth.		Auth.		Auth.		Auth.	
	Positions	FTEs	Positions	FTEs	Positions	FTEs	Positions	FTEs	Positions	FTEs
Administrative Analyst I	-	-	-	-	-	-	-	-	2	2.0
Court Collection Assistant	7	7.0	8	8.0	7	7.0	6	4.5	6	2.0
Court Collection Officer	13	13.0	13	12.2	12	12.0	13	13.0	13	13.0
Court Collection Specialist	28	28.0	27	27.0	28	28.0	28	28.0	28	28.0
Financial Services Manager I	1	1.0	1	1.0	1	1.0	1	1.0	1	1.0
Financial Services Manager II	-	-	-	-	-	-	-	-	-	0.5
Office Specialist	1	1.0	1	1.0	1	1.0	-	-	-	-
Senior Court Collection Officer	7	7.0	7	7.0	7	7.0	7	6.8	7	6.0
Supervising Court Collection Officer	2	2.0	2	2.0	2	2.0	2	2.0	-	-
Training and Procedure Specialist	1	1.0	1	1.0	1	1.0	1	1.0	1	1.0
<b>TOTAL STAFFING</b>	<b>60</b>	<b>60.0</b>	<b>60</b>	<b>59.2</b>	<b>59</b>	<b>59.0</b>	<b>58</b>	<b>56.3</b>	<b>58</b>	<b>53.5</b>

## Business Analytics Team (304600)

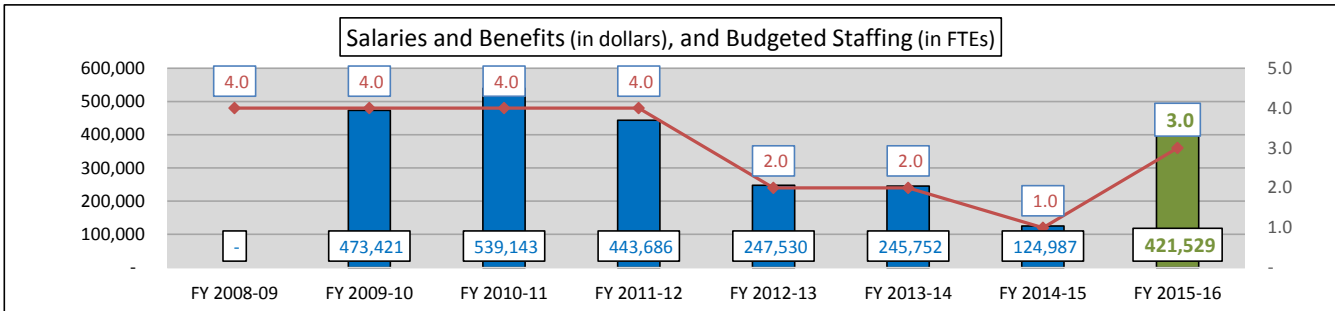
### Mission Statement

The Business Analytics Team (BAT) serves as a resource to refine, define, quantify, and optimize business and operational objectives. Specifically, BAT aims to deliver innovative and user-friendly data-driven analysis, business process evaluations, enhanced data reporting methods, and financial and strategic planning dashboards to support courtwide initiatives and policy decision-making.

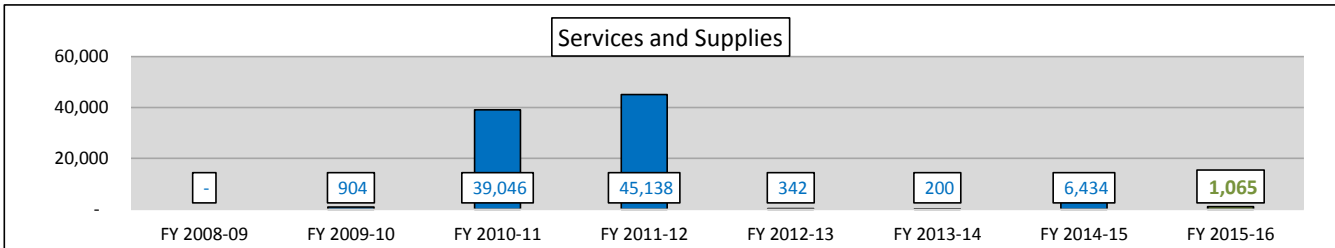
### FY 2015-16 Goals and Objectives

- » Establish team presence and provide general awareness of services provided
- » Establish documentation for various administrative support functions for the Court financial systems (SAP, CAP+, and Titanium)

### FY 2015-16 APPROVED BUDGET



This cost center was formerly Financial Systems and Business Processes. It was reorganized as the Business Analytics Team in January 2015. The unit now includes 1.0 Principal Administrative Analyst, 1.0 Senior Administrative Analyst, and 1.0 Administrative Analyst I.



There are no significant changes in FY 2015-16.

### FY 2014-15 ACCOMPLISHMENTS

- » Creation of BAT SharePoint site
- » Creation of a monthly report for the Court Reporter and Interpreter Services Unit
- » Creation of the summary report for the 2015 Employee Satisfaction Survey for Human Resources
- » Creation of training curriculum for Criminal Operations analysts (data analysis and legislation tracking)

Business Analytics Officer  
**Nicole Le**  
 (657) 622-7744

Financial Planning Analyst  
**Daniel Kopp**  
 (657) 622-7737

## Business Analytics Team (304600)

		FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
<b>EXPENDITURE HISTORY BY GL ACCOUNT</b>						
GL Account No.	GL Description	Actual	Actual	Actual	Actual	BUDGET
<b>Salaries and Benefits</b>						
900301	Salaries - permanent, non-judicial personnel	268,826	159,268	147,901	73,681	273,040
900320	Lump sum payouts (vacation, sick leave cash outs)	33,408	(220)	-	3,635	-
903301	Extra help	-	-	-	4,900	-
908301	Overtime	2,126	-	6,262	530	-
910302	Medicare	2,863	2,349	2,270	1,191	3,959
910401	Dental insurance	2,522	2,244	2,132	973	3,384
910501	Health insurance	31,364	28,839	28,939	9,899	25,867
910503	Retiree health benefits	7,052	6,088	5,863	2,618	9,556
910604	Retirement - non-judicial staff	79,391	40,597	44,414	25,106	93,871
913301	Unemployment insurance	828	411	-	-	-
913501	Life insurance	432	363	414	136	324
913502	Long-term disability (LTD) insurance	807	550	518	258	956
913503	Accidental death and dismemberment (AD&D) insurance	67	42	40	19	72
913899	Other benefits (tuition reimb., OBP, parking)	14,000	7,000	7,000	2,042	10,500
<b>SUBTOTAL - Salaries and Benefits</b>		<b>443,686</b>	<b>247,530</b>	<b>245,752</b>	<b>124,987</b>	<b>421,529</b>
<b>Services and Supplies</b>						
920599	Dues and memberships	-	-	-	115	-
920699	Office expense	-	-	-	-	750
921702	Meals / food	5	-	-	-	-
921704	Special events / employee appreciation	-	10	-	-	15
922399	Library purchases and subscriptions	-	41	-	-	-
929210	Private car mileage	193	113	200	128	300
929299	Travel - in-state	60	-	-	1,042	-
931101	Travel - out-of-state	-	-	-	1,994	-
933101	Tuition and registration fees	-	178	-	3,156	-
943502	IT - software and license fees	44,880	-	-	-	-
<b>SUBTOTAL - Services and Supplies</b>		<b>45,138</b>	<b>342</b>	<b>200</b>	<b>6,434</b>	<b>1,065</b>
<b>TOTAL EXPENDITURES</b>		<b>488,824</b>	<b>247,872</b>	<b>245,951</b>	<b>131,421</b>	<b>422,594</b>

### STAFFING HISTORY BY CLASSIFICATION

Classification	Auth.		Auth.		Auth.		Auth.		Auth.	
	Positions	FTEs	Positions	FTEs	Positions	FTEs	Positions	FTEs	Positions	FTEs
Administrative Analyst I	1	1.0	-	-	-	-	-	-	1	1.0
Administrative Analyst II	1	1.0	1	1.0	1	1.0	2	1.0	-	-
Principal Administrative Analyst	1	1.0	1	-	-	-	-	-	1	1.0
Senior Administrative Analyst	1	1.0	1	1.0	1	1.0	-	-	1	1.0
<b>TOTAL STAFFING</b>	<b>4</b>	<b>4.0</b>	<b>3</b>	<b>2.0</b>	<b>2</b>	<b>2.0</b>	<b>2</b>	<b>1.0</b>	<b>3</b>	<b>3.0</b>

# Procurement Services (304700)

## Mission Statement

The mission of the Procurement Services Unit is to ensure efficient and responsive contracting and procurement services; to maximize the value of public funds when spent in procurement; to provide safeguards for maintaining high quality and integrity in our work; and to provide the highest level of customer service to our customers.

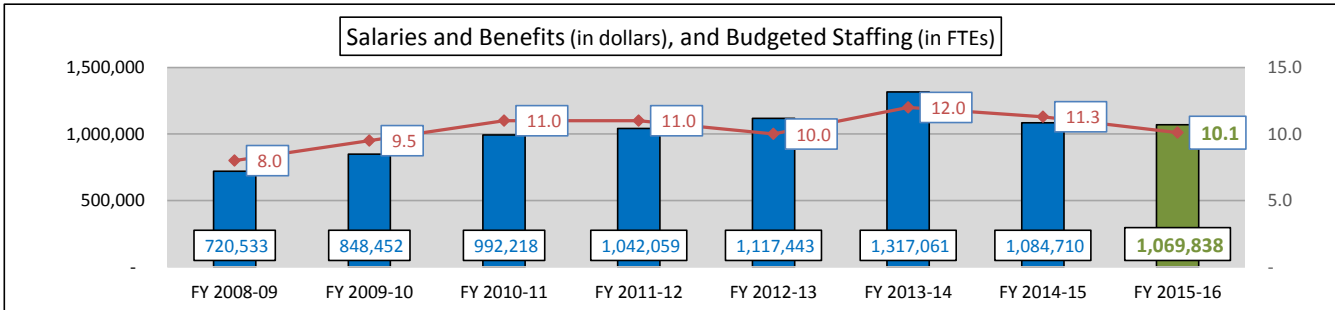
## FY 2015-16 Goals and Objectives

- » Provide professional and efficient service to our customers while driving innovation and process improvement.
- » Maximize cost containment and increase savings through effective procurement strategies.
- » Minimize risk and increase flexibility by negotiating contract terms and conditions.
- » Provide education and training on the policies, procedures, automated systems operation, processes, and regulations related to the procurement of products and services.
- » Promote a positive, efficient, and effective work environment.

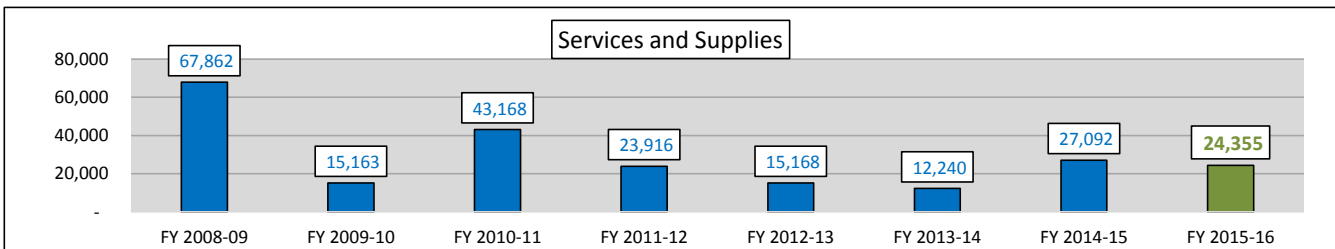
## Performance Measures

- » Increase customer satisfaction level in regards to the usefulness of the Procurement Services SharePoint site by 5%.

## FY 2015-16 APPROVED BUDGET



Budgeted staffing decreases 1.2 FTEs in FY 2015-16. This is due to the transfer of 0.5 FTE Financial Services Manager II to the Collections cost center (304500) as well as the transfer of 1.0 Senior Administrative Analyst to the newly formed Civil, Probate and Mental Health Analyst Unit (306300). The decreases are partially offset by an increase as a result of the change in the method used for calculating salary savings.



There are no significant changes to the services and supplies budget in FY 2015-16.

## FY 2014-15 ACCOMPLISHMENTS

- » Implemented e-signatures
- » Implemented the automated Purchase Order Change Form
- » Launched new SharePoint site to improve access to essential services
- » Simplified procurement process for vendors and implemented small business enterprise program

Contracts and Procurement Officer

**Shunna Austin**  
(949) 399-2247

Financial Planning Analyst

**Carina Delgado**  
(657) 622-7738

## Procurement Services (304700)

		FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
<b>EXPENDITURE HISTORY BY GL ACCOUNT</b>						
GL Account No.	GL Description	Actual	Actual	Actual	Actual	BUDGET
<b>Salaries and Benefits</b>						
900301	Salaries - permanent, non-judicial personnel	680,061	717,401	809,859	661,700	689,445
900320	Lump sum payouts (vacation, sick leave cash outs)	2,538	5,131	6,966	15,570	-
900328	Other pay (on call, differentials, VSIP)	-	4,500	-	63	-
903301	Extra help	5,491	21,244	-	-	-
908301	Overtime	22,643	4,928	47,137	16,053	-
910302	Medicare	10,033	10,822	12,263	9,883	9,998
910401	Dental insurance	2,405	5,436	6,082	5,156	3,497
910501	Health insurance	106,898	111,994	142,305	107,940	102,132
910503	Retiree health benefits	17,682	27,539	32,106	23,536	24,130
910604	Retirement - non-judicial staff	175,830	176,920	233,208	221,017	224,021
912501	Workers' compensation	-	-	247	-	-
913301	Unemployment insurance	1,921	1,950	-	-	-
913501	Life insurance	392	907	1,124	672	335
913502	Long-term disability (LTD) insurance	704	1,376	1,450	1,215	988
913503	Accidental death and dismemberment (AD&D) insurance	61	102	108	91	74
913699	Other insurance (e.g. vision)	4,550	3,043	3,671	2,567	4,368
913899	Other benefits (tuition reimb., OBP, parking)	10,850	24,150	20,535	19,248	10,850
	<b>SUBTOTAL - Salaries and Benefits</b>	<b>1,042,059</b>	<b>1,117,443</b>	<b>1,317,061</b>	<b>1,084,710</b>	<b>1,069,838</b>
<b>Services and Supplies</b>						
920599	Dues and memberships	710	935	3,790	760	-
920699	Office expense	2,158	-	346	-	-
921599	Advertising expense	-	21	77	-	-
921702	Meals / food	157	158	-	-	-
921704	Special events / employee appreciation	-	86	92	-	55
922399	Library purchases and subscriptions	(1)	-	-	-	-
922699	Equipment - under \$5,000	-	536	-	-	-
924599	Printing	65	1,151	65	-	-
929210	Private car mileage	2,402	572	937	265	300
929299	Travel - in-state	532	212	-	127	-
933101	Tuition and registration fees	3,475	649	934	-	-
938401	General consultant and professional services	11,665	10,848	6,000	24,500	24,000
939401	Legal services	2,753	-	-	-	-
943502	IT - software and license fees	-	-	-	1,440	-
	<b>SUBTOTAL - Services and Supplies</b>	<b>23,916</b>	<b>15,168</b>	<b>12,240</b>	<b>27,092</b>	<b>24,355</b>
	<b>TOTAL EXPENDITURES</b>	<b>1,065,974</b>	<b>1,132,611</b>	<b>1,329,300</b>	<b>1,111,802</b>	<b>1,094,193</b>

### STAFFING HISTORY BY CLASSIFICATION

Classification	Auth.		Auth.		Auth.		Auth.		Auth.	
	Positions	FTEs	Positions	FTEs	Positions	FTEs	Positions	FTEs	Positions	FTEs
Administrative Analyst I	-	-	1	1.0	2	2.0	2	2.0	1	1.0
Administrative Analyst II	2	2.0	-	-	1	1.0	-	-	-	-
Administrative Assistant II	1	1.0	-	-	-	-	-	-	-	-
Financial Services Manager II	1	1.0	1	1.0	1	1.0	1	0.8	1	0.5
Office Specialist	1	1.0	-	-	-	-	-	-	1	1.0
Procurement Specialist I	-	-	-	-	-	-	-	-	1	1.0
Procurement Specialist II	-	-	6	6.0	5	5.0	5	4.8	5	5.0
Senior Administrative Analyst	-	-	2	2.0	2	2.0	3	2.8	2	1.6
Staff Assistant	-	-	-	-	1	1.0	1	1.0	-	-
Staff Specialist	6	6.0	-	-	-	-	-	-	-	-
<b>TOTAL STAFFING</b>	<b>11</b>	<b>11.0</b>	<b>10</b>	<b>10.0</b>	<b>12</b>	<b>12.0</b>	<b>12</b>	<b>11.3</b>	<b>11</b>	<b>10.1</b>

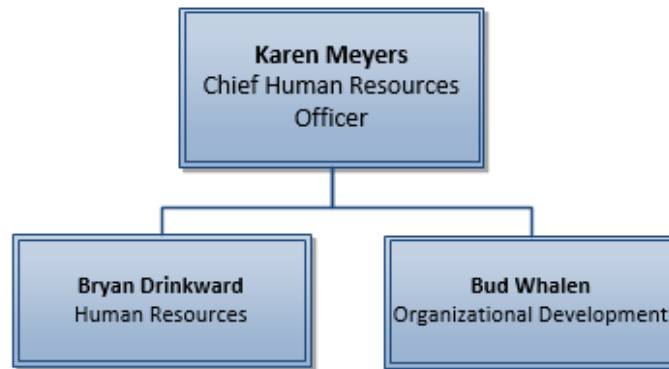


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# **HUMAN RESOURCES DEPARTMENT**

# HUMAN RESOURCES DEPARTMENT



The Human Resources Department aims to help the Court attract and retain the best people by:

- administering equitable pay and benefits;
- helping place the right people in the right jobs;
- providing ongoing meaningful development opportunities;
  - upholding high standards in the workplace;
  - promoting the Court's organizational goals;
- staying current in relevant business, economic, social, and legal aspects;
- and partnering with managers and staff to ensure compliance with employment laws.

## FY 2015-16 Approved Budget

Financing Sources		Expenditures	
Revenue and reimbursements	4,872	Salaries and benefits	3,843,038
OCSC General Fund	4,379,192	Services and supplies	541,026
<b>TOTAL FINANCING SOURCES</b>	<b>4,384,064</b>	<b>TOTAL EXPENDITURES</b>	<b>4,384,064</b>

## Expenditure Trends

	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 APPROVED
Salaries and benefits	3,303,951	3,312,865	3,450,793	3,352,443	3,843,038
Services and supplies	331,803	387,678	467,345	429,466	541,026
<b>TOTAL EXPENDITURES</b>	<b>3,635,754</b>	<b>3,700,543</b>	<b>3,918,138</b>	<b>3,781,909</b>	<b>4,384,064</b>

## Staffing Trends

	FY 2011-12 Budget	FY 2012-13 Budget	FY 2013-14 Budget	FY 2014-15 Budget	FY 2015-16 APPROVED
AUTHORIZED POSITIONS	34	30	30	31	33
BUDGETED STAFFING (FTEs)	32.3	28.3	29.5	29.1	31.6

# HUMAN RESOURCES DEPARTMENT

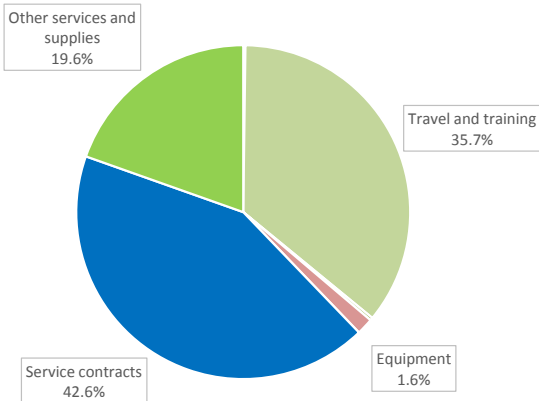
		FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
<b>EXPENDITURE HISTORY BY COST CENTER</b>						
CC No.	Cost Center	Actual	Actual	Actual	Actual	BUDGET
305100	Human Resources	2,887,740	3,054,893	3,236,338	3,050,630	3,540,904
305200	Organizational Development	748,013	645,650	681,801	731,279	843,160
<b>TOTAL</b>		<b>3,635,754</b>	<b>3,700,543</b>	<b>3,918,138</b>	<b>3,781,909</b>	<b>4,384,064</b>

		Auth.		Auth.		Auth.		Auth.		Auth.	
CC No.	Cost Center	Positions	FTEs	Positions	FTEs	Positions	FTEs	Positions	FTEs	Positions	FTEs
305100	Human Resources	24	22.3	26	24.8	22	21.8	25	23.3	27	25.8
305200	Organizational Development	10	10.0	4	3.5	8	7.7	6	5.8	6	5.8
<b>TOTAL</b>		<b>34</b>	<b>32.3</b>	<b>30</b>	<b>28.3</b>	<b>30</b>	<b>29.5</b>	<b>31</b>	<b>29.1</b>	<b>33</b>	<b>31.6</b>

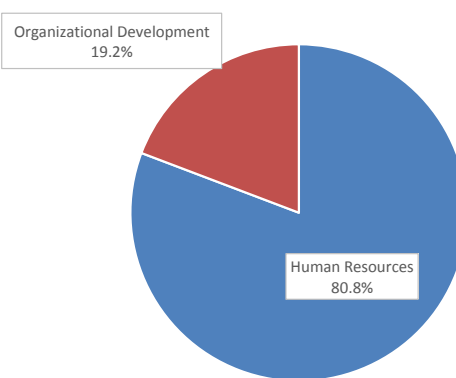
# HUMAN RESOURCES DEPARTMENT

		FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
EXPENDITURE HISTORY BY GL ACCOUNT						
GL Account No.	GL Description	Actual	Actual	Actual	Actual	BUDGET
<b>Salaries and Benefits</b>						
900301	Salaries - permanent, non-judicial personnel	2,133,821	2,214,727	2,155,161	2,074,259	2,459,933
900320	Lump sum pay outs (vacation, sick leave cash outs)	24,765	9,475	48,916	16,681	-
900328	Other pay (on call, differentials, VSIP)	-	6,947	-	-	-
903301	Extra help	133,861	29,296	52,707	69,304	10,946
908301	Overtime	15,907	1,640	66,648	31,347	-
910302	Medicare	31,870	31,853	32,468	30,630	35,664
910401	Dental insurance	8,978	12,996	15,699	14,167	18,330
910501	Health insurance	260,160	273,445	283,568	273,360	330,561
910503	Retiree health benefits	55,861	85,400	85,747	74,006	86,097
910604	Retirement - non-judicial staff	583,334	574,214	641,135	704,586	826,524
913301	Unemployment insurance	6,249	5,871	-	-	-
913501	Life insurance	1,292	2,043	2,890	1,866	1,791
913502	Long-term disability (LTD) insurance	2,447	3,670	4,251	3,861	5,380
913503	Accidental death and disability (AD&D) insurance	201	233	278	256	390
913699	Other insurance (vision)	12,704	10,291	8,373	8,412	9,547
913899	Other benefits (tuition reimb., OBP, parking)	32,500	50,763	52,953	49,709	57,875
<b>SUBTOTAL - Salaries and Benefits</b>		<b>3,303,951</b>	<b>3,312,865</b>	<b>3,450,793</b>	<b>3,352,443</b>	<b>3,843,038</b>
<b>Services and Supplies</b>						
920299	Laboratory expense	13,490	12,650	9,053	14,278	13,000
920599	Dues and memberships	3,264	3,654	4,751	8,707	1,140
920699	Office expense	8,091	6,901	9,646	7,206	10,552
921599	Advertising expense	2,617	-	-	2,493	6,000
921702	Meals / food	1,577	786	807	2,166	2,700
921704	Special events / employee appreciation	-	4,935	11,047	13,098	17,375
922399	Library purchases and subscriptions	3,120	5,387	1,047	8,383	7,000
922603	Equipment - office furniture	3,468	-	-	14,871	-
922611	Equipment - computers	278	60	-	-	-
922699	Equipment - under \$5,000	-	2,073	4,231	1,994	7,900
922899	Equipment - maintenance and repairs	-	280	549	95	800
924599	Printing	-	-	-	5,083	3,500
929210	Private car mileage	1,750	510	1,200	968	1,500
929299	Travel - in-state	7,715	135	3,218	2,311	-
931101	Travel - out-of-state	4,405	4,483	-	162	-
933101	Tuition and registration fees	170,547	178,392	178,685	107,571	113,242
933102	Tuition reimbursement	-	-	-	55,122	80,000
935202	Rent - non-State owned	-	-	-	484	-
938201	Consulting services - temporary help	-	-	18,693	9,394	-
938401	General consultant and professional services	38,819	49,309	106,474	64,950	140,735
939401	Legal services	29,783	11,175	32,361	16,643	25,000
939402	Labor negotiations	-	30,632	28,367	27,059	40,000
942901	County-provided services	9,913	20,633	21,429	22,511	22,782
943301	IT - commercial contracts	-	-	-	-	2,000
943502	IT - software and license fees	32,966	55,681	35,786	43,917	45,800
<b>SUBTOTAL - Services and Supplies</b>		<b>331,803</b>	<b>387,678</b>	<b>467,345</b>	<b>429,466</b>	<b>541,026</b>
<b>TOTAL EXPENDITURES</b>		<b>3,635,754</b>	<b>3,700,543</b>	<b>3,918,138</b>	<b>3,781,909</b>	<b>4,384,064</b>

**FY 2015-16 BUDGETED SERVICES & SUPPLIES BY MAJOR CATEGORY**



**FY 2015-16 DEPARTMENTAL BUDGET BY COST CENTER**





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# Human Resources (305100)

## Mission Statement

To help the organization attract and retain the best people by administering equitable pay and benefits; helping place the right people in the right jobs, providing ongoing meaningful development opportunities; upholding high standards in the workplace, promoting the Court's organizational goals, staying current in relevant business, economic, social, and legal aspects; and partnering with managers and staff to ensure compliance with employment laws.

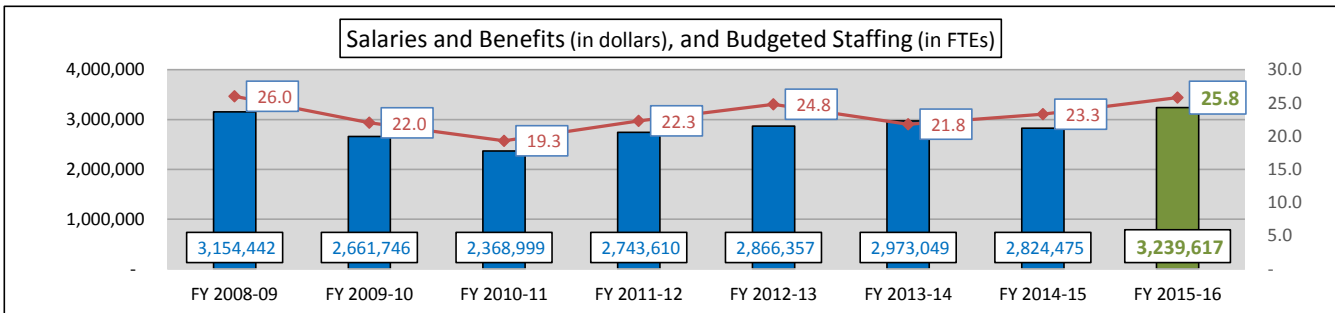
## FY 2015-16 Goals and Objectives

- » Assist with recruitment of employees needed to repair gaps in service levels
- » Conduct regular classification studies so managers can structure the work effectively
- » Facilitate and support modifications to the Court's compensation programs to ensure retention of highly qualified employees
- » Continue providing effective consulting services in employee and labor relations as well as benefits and disability programs
- » Automate existing processes and provide more efficient access to personnel related information

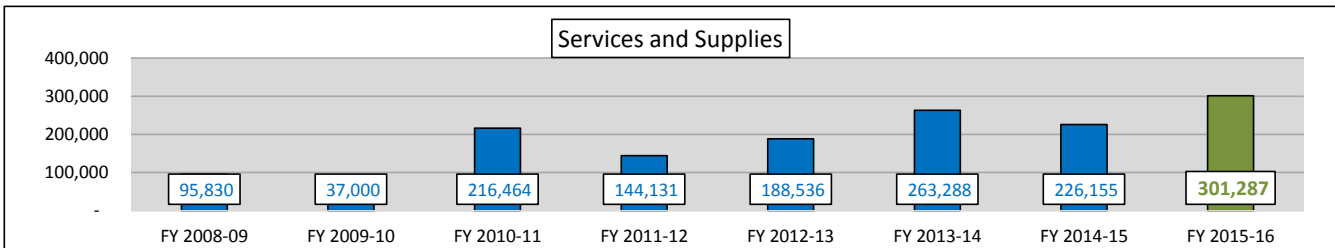
## Performance Measures

- » Instead of running the Employee Turnover Report once per year, the report will be run at least once each quarter. Could potentially be converted to a Dynamics based report to provide real-time updates and dashboard-like analysis.

## FY 2015-16 APPROVED BUDGET



The budgeted staffing increase is due to the addition of 2.0 FTEs Human Resources Analysts and 0.5 FTE limited term Office Specialist (for the electronic personnel file/imaging project).



The increase in services and supplies budget is mostly based on the anticipated higher costs for legal services and general consultant and professional services.

## FY 2014-15 ACCOMPLISHMENTS

- » Transitioned many processes to an electronic format
- » Successfully negotiated a reopener agreement with the Orange County Employees Association (OCEA)
- » Implemented the wellness program as provided by County Benefits
- » Conducted a significant number of recruitments at various levels
- » Facilitated a review of manager-analyst compensation practices

Chief Human Resources Officer

**Karen Meyers**  
(657) 622-7774

Financial Planning Analyst

**Julia Jim**  
(657) 622-7875

## Human Resources (305100)

		FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
<b>EXPENDITURE HISTORY BY GL ACCOUNT</b>						
GL Account No.	GL Description	Actual	Actual	Actual	Actual	BUDGET
<b>Salaries and Benefits</b>						
900301	Salaries - permanent, non-judicial personnel	1,748,941	1,907,864	1,859,695	1,733,660	2,071,337
900320	Lump sum payouts (vacation, sick leave cash outs)	16,172	9,475	48,308	15,526	-
900328	Other pay (on call, differentials, VSIP)	-	5,697	-	-	-
903301	Extra help	133,861	29,296	31,159	66,105	-
908301	Overtime	14,769	1,605	55,523	28,470	-
910302	Medicare	26,276	27,488	27,814	25,621	30,031
910401	Dental insurance	8,348	11,855	14,585	13,033	17,202
910501	Health insurance	211,838	234,556	243,229	230,227	281,583
910503	Retiree health benefits	45,792	73,543	74,032	61,828	72,497
910604	Retirement - non-judicial staff	486,894	498,980	556,216	592,213	698,956
913301	Unemployment insurance	5,186	5,074	-	-	-
913501	Life insurance	1,182	1,859	2,673	1,705	1,683
913502	Long-term disability (LTD) insurance	2,243	3,259	3,861	3,523	5,035
913503	Accidental death and dismemberment (AD&D) insurance	184	212	257	234	366
913699	Other insurance (e.g. vision)	9,423	8,329	6,245	6,121	6,552
913899	Other benefits (tuition reimb., OBP, parking)	32,500	47,263	49,453	46,209	54,375
	<b>SUBTOTAL - Salaries and Benefits</b>	<b>2,743,610</b>	<b>2,866,357</b>	<b>2,973,049</b>	<b>2,824,475</b>	<b>3,239,617</b>
<b>Services and Supplies</b>						
920299	Laboratory expense	13,490	12,650	9,053	14,278	13,000
920599	Dues and memberships	3,264	3,654	4,751	5,457	1,140
920699	Office expense	687	421	5,750	560	3,000
921599	Advertising expense	2,617	-	-	2,493	6,000
921702	Meals / food	989	540	250	522	-
921704	Special events / employee appreciation	-	199	-	255	130
922399	Library purchases and subscriptions	1,937	4,968	1,047	3,710	4,500
922603	Equipment - office furniture	-	-	-	3,820	-
929210	Private car mileage	1,032	392	528	536	1,000
929299	Travel - in-state	3,875	85	832	2,225	-
931101	Travel - out-of-state	-	-	-	162	-
933101	Tuition and registration fees	5,058	1,995	305	8,038	-
938201	Consulting services - temporary help	-	-	18,693	9,394	-
938401	General consultant and professional services	38,520	49,010	106,175	64,651	140,735
939401	Legal services	29,783	11,175	32,361	16,643	25,000
939402	Labor negotiations	-	30,632	28,367	27,059	40,000
942901	County-provided services	9,913	20,633	21,429	22,511	22,782
943502	IT - software and license fees	32,966	52,181	33,746	43,842	44,000
	<b>SUBTOTAL - Services and Supplies</b>	<b>144,131</b>	<b>188,536</b>	<b>263,288</b>	<b>226,155</b>	<b>301,287</b>
	<b>TOTAL EXPENDITURES</b>	<b>2,887,740</b>	<b>3,054,893</b>	<b>3,236,338</b>	<b>3,050,630</b>	<b>3,540,904</b>

### STAFFING HISTORY BY CLASSIFICATION

Classification	Auth.		Auth.		Auth.		Auth.		Auth.	
	Positions	FTEs	Positions	FTEs	Positions	FTEs	Positions	FTEs	Positions	FTEs
Associate Human Resources Analyst	-	-	-	-	3	3.0	3	2.8	2	2.0
Deputy Court Executive Officer	1	1.0	1	1.0	1	1.0	1	1.0	1	1.0
Executive Assistant	1	1.0	1	1.0	1	1.0	1	1.0	1	1.0
Human Resources Analyst	3	3.0	3	3.0	3	3.0	2	2.0	3	2.5
Human Resources Specialist I	4	4.0	3	3.0	2	2.0	1	1.0	5	5.0
Human Resources Specialist II	4	3.0	5	4.5	2	2.0	3	2.8	-	-
Office Assistant	1	1.0	-	-	-	-	-	-	-	-
Office Specialist	-	-	1	1.0	-	-	2	1.8	2	1.5
Principal Human Resources Analyst	1	0.5	2	1.5	2	2.0	3	2.3	3	3.5
Senior Human Resources Analyst	4	3.8	4	3.8	4	3.8	4	4.3	6	5.3
Senior Human Resources Specialist	5	5.0	6	6.0	4	4.0	5	4.5	4	4.0
<b>TOTAL STAFFING</b>	<b>24</b>	<b>22.3</b>	<b>26</b>	<b>24.8</b>	<b>22</b>	<b>21.8</b>	<b>25</b>	<b>23.3</b>	<b>27</b>	<b>25.8</b>

# Organizational Development (305200)

## Mission Statement

To best prepare the court workforce for growth, success, advancement, and leadership, the mission is to craft a pathway lined with educational and developmental opportunities and excellence.

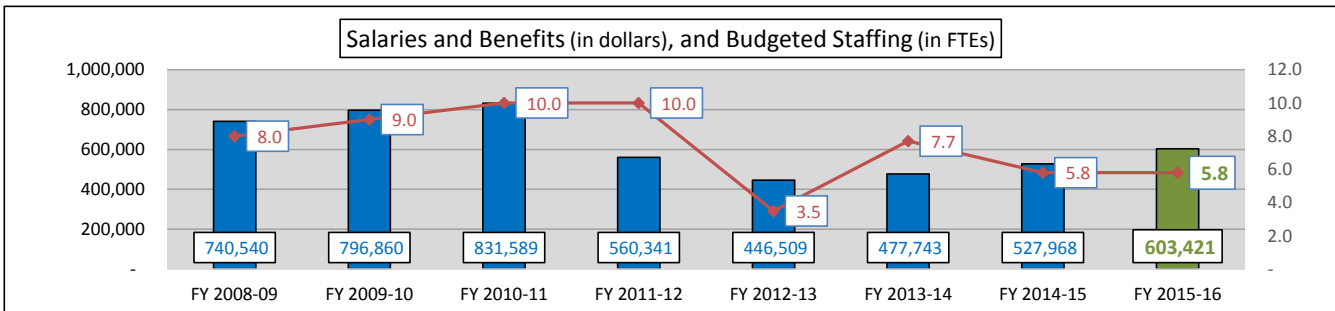
## FY 2015-16 Goals and Objectives

- » To enhance organizational effectiveness by assisting in developing employees for future leadership roles
- » To enhance the development of supervisors and management
- » To support succession planning
- » To find and implement new opportunities in education and career development
- » To measure training results to meet the ever-changing needs of the Court

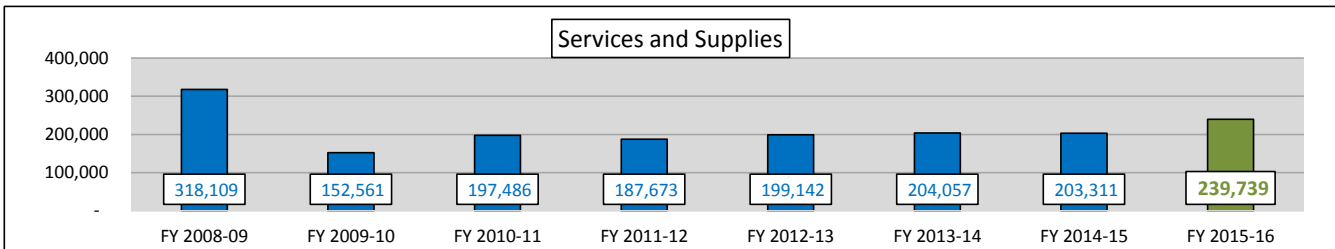
## Performance Measures

» We have recently changed our exit surveys to have several consistent questions, so that we could analyze the data across all classes. For this Pilot, we will be measuring satisfaction of the class participants.

## FY 2015-16 APPROVED BUDGET



In FY 2015-16, 3 Human Resource Specialist II positions (2.8 FTEs) are reclassified to 3 different classifications: 1 Human Resources Specialist I (0.8 FTE), 1 limited term Office Specialist, and 1 Staff Development Specialist. These reclassifications will result in increased cost of approximately \$75,000.



The FY 2015-16 budget for tuition and registration fees is roughly \$36,000 more than actually expended in FY 2014-15.

## FY 2014-15 ACCOMPLISHMENTS

- » Created successful Pilot for Learning to Lead (L2L) Program for non-supervisors, and then implemented program for future sessions
- » Helped with planning and training of two successful Court Clerk Training Academy (CCTA) training sessions
- » Successfully converted Court.Net newspaper into Court in Focus webpage
- » Successfully implemented four grant-funded Institute of Court Management (ICM) courses
- » Coordinated quarterly meetings with other Southland court training teams, to create better use of court resources

Cost Center Manager  
**Bud Whalen**  
 (657) 622-7701

Financial Planning Analyst  
**Julia Jim**  
 (657) 622-7875



## Organizational Development (305200)

		FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
<b>EXPENDITURE HISTORY BY GL ACCOUNT</b>						
GL Account No.	GL Description	Actual	Actual	Actual	Actual	BUDGET
<b>Salaries and Benefits</b>						
900301	Salaries - permanent, non-judicial personnel	384,880	306,863	295,466	340,599	388,596
900320	Lump sum payouts (vacation, sick leave cash outs)	8,593	-	608	1,155	-
900328	Other pay (on call, differentials, VSIP)	-	1,250	-	-	-
903301	Extra help	-	-	21,548	3,199	10,946
908301	Overtime	1,137	35	11,126	2,877	-
910302	Medicare	5,595	4,365	4,653	5,009	5,633
910401	Dental insurance	630	1,141	1,114	1,134	1,128
910501	Health insurance	48,322	38,889	40,339	43,134	48,978
910503	Retiree health benefits	10,068	11,857	11,715	12,178	13,600
910604	Retirement - non-judicial staff	96,439	75,234	84,919	112,373	127,568
913301	Unemployment insurance	1,063	797	-	-	-
913501	Life insurance	110	184	217	161	108
913502	Long-term disability (LTD) insurance	204	411	390	338	345
913503	Accidental death and dismemberment (AD&D) insurance	17	22	21	22	24
913699	Other insurance (e.g. vision)	3,281	1,962	2,129	2,291	2,995
913899	Other benefits (tuition reimb., OBP, parking)	-	3,500	3,500	3,500	3,500
<b>SUBTOTAL - Salaries and Benefits</b>		<b>560,341</b>	<b>446,509</b>	<b>477,743</b>	<b>527,968</b>	<b>603,421</b>

<b>Services and Supplies</b>						
920599	Dues and memberships	-	-	-	3,250	-
920699	Office expense	7,404	6,480	3,896	6,647	7,552
921702	Meals / food	588	246	557	1,643	2,700
921704	Special events / employee appreciation	-	4,736	11,047	12,842	17,245
922399	Library purchases and subscriptions	1,184	419	-	4,673	2,500
922603	Equipment - office furniture	3,468	-	-	11,052	-
922611	Equipment - computers	278	60	-	-	-
922699	Equipment - under \$5,000	-	2,073	4,231	1,994	7,900
922899	Equipment - maintenance and repairs	-	280	549	95	800
924599	Printing	-	-	-	5,083	3,500
929210	Private car mileage	718	118	672	432	500
929299	Travel - in-state	3,840	50	2,386	85	-
931101	Travel - out-of-state	4,405	4,483	-	-	-
933101	Tuition and registration fees	165,489	176,397	178,380	99,534	113,242
933102	Tuition reimbursement	-	-	-	55,122	80,000
935202	Rent - non-State owned	-	-	-	484	-
938401	General consultant and professional services	299	299	299	299	-
943301	IT - commercial contracts	-	-	-	-	2,000
943502	IT - software and license fees	-	3,500	2,040	75	1,800
<b>SUBTOTAL - Services and Supplies</b>		<b>187,673</b>	<b>199,142</b>	<b>204,057</b>	<b>203,311</b>	<b>239,739</b>
<b>TOTAL EXPENDITURES</b>		<b>748,013</b>	<b>645,650</b>	<b>681,801</b>	<b>731,279</b>	<b>843,160</b>

### STAFFING HISTORY BY CLASSIFICATION

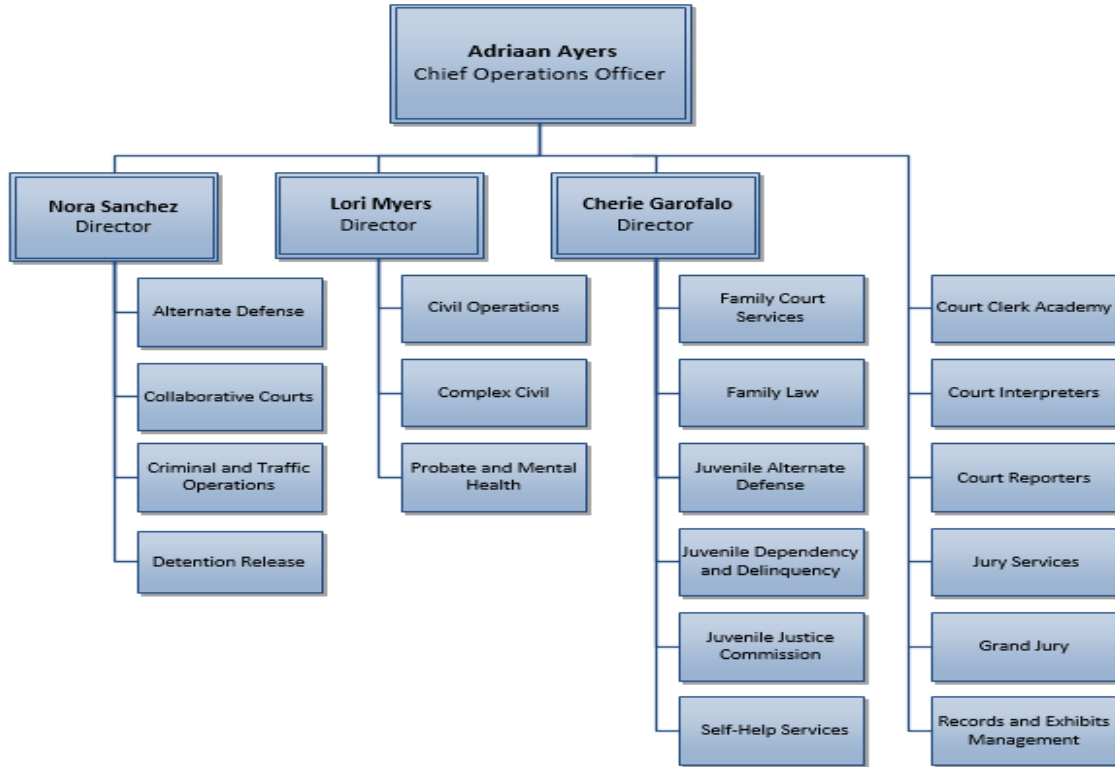
Classification	Auth.		Auth.		Auth.		Auth.		Auth.	
	Positions	FTEs	Positions	FTEs	Positions	FTEs	Positions	FTEs	Positions	FTEs
Human Resources Analyst	1	1.0	-	-	1	1.0	-	-	-	-
Human Resources Specialist I	-	-	-	-	-	-	-	-	1	0.8
Human Resources Specialist II	2	2.0	1	1.0	2	1.7	3	2.8	-	-
Office Assistant	1	1.0	-	-	-	-	-	-	-	-
Office Specialist	2	2.0	1	0.5	2	2.0	-	-	1	1.0
Principal Human Resources Analyst	-	-	1	1.0	1	1.0	-	-	-	-
Senior Human Resources Analyst	1	1.0	-	-	-	-	1	1.0	1	1.0
Senior Human Resources Specialist	-	-	-	-	1	1.0	-	-	-	-
Staff Development Specialist	3	3.0	1	1.0	1	1.0	2	2.0	3	3.0
<b>TOTAL STAFFING</b>	<b>10</b>	<b>10.0</b>	<b>4</b>	<b>3.5</b>	<b>8</b>	<b>7.7</b>	<b>6</b>	<b>5.8</b>	<b>6</b>	<b>5.8</b>



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# **OPERATIONS DEPARTMENT**

# OPERATIONS DEPARTMENT



*Embracing innovative ideas and modern management practices for effective and efficient delivery of services to internal and external court users.*

## 2015-16 Approved Budget

Financing Sources		Expenditures	
Revenue and reimbursements	36,269,950	Salaries and benefits	108,042,133
OCSC General Fund	92,817,715	Services and supplies	21,045,532
<b>TOTAL FINANCING SOURCES</b>	<b><u>129,087,665</u></b>	<b>TOTAL EXPENDITURES</b>	<b><u>129,087,665</u></b>

### Expenditure Trends

	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 APPROVED
Salaries and benefits	109,981,672	104,025,988	103,897,694	101,692,775	108,042,133
Services and supplies	24,668,126	19,361,340	18,576,745	17,517,149	21,045,532
<b>TOTAL EXPENDITURES</b>	<b><u>134,649,797</u></b>	<b><u>123,387,328</u></b>	<b><u>122,474,439</u></b>	<b><u>119,209,925</u></b>	<b><u>129,087,665</u></b>

### Staffing Trends

	FY 2011-12 Budget	FY 2012-13 Budget	FY 2013-14 Budget	FY 2014-15 Budget	FY 2015-16 APPROVED
<b>AUTHORIZED POSITIONS</b>	<b><u>1,243</u></b>	<b><u>1,190</u></b>	<b><u>1,098</u></b>	<b><u>1,083</u></b>	<b><u>1,123</u></b>
Superior Court Commissioners	3.0	3.0	2.5	2.5	2.8
Other Court staff	1,220.2	1,159.2	1,076.6	1,051.0	1,091.3
<b>BUDGETED STAFFING (FTEs)</b>	<b><u>1,223.2</u></b>	<b><u>1,162.2</u></b>	<b><u>1,079.1</u></b>	<b><u>1,053.5</u></b>	<b><u>1,094.1</u></b>

## OPERATIONS DEPARTMENT

		FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
CC No.	Cost Center	Actual	Actual	Actual	Actual	BUDGET
306100	COO - Administration	1,897,805	2,045,506	1,816,813	1,837,867	1,806,975
302221	Reporters	17,403,929	15,843,944	15,062,699	14,308,297	15,577,546
302222	Interpreters	8,485,463	8,144,328	8,610,397	8,979,200	9,485,773
302232	Jury Services	2,957,109	2,888,931	2,915,297	2,724,053	2,916,402
302233	Grand Jury	234,805	190,322	235,855	156,201	176,210
306330	Records and Exhibits Management	3,793,982	2,615,944	4,198,605	4,568,247	7,262,633
306340	Court Clerk Academy	347,583	388,467	334	190,804	260,575
<b>Subtotal - Operations Administration</b>		<b>35,120,676</b>	<b>32,117,443</b>	<b>32,840,001</b>	<b>32,764,670</b>	<b>37,486,114</b>
304220	Alternate Defense	15,528,244	12,063,320	3,662,817	3,319,036	4,365,834
306200	Collaborative Courts	833,174	788,729	729,976	745,436	817,015
306411	Criminal and Traffic Operations	35,833,430	33,796,290	33,374,520	31,259,270	31,373,402
306413	Detention Release	1,438,578	1,374,387	1,465,574	1,315,399	1,645,331
<b>Subtotal - Criminal and Traffic</b>		<b>53,633,427</b>	<b>48,022,725</b>	<b>39,232,887</b>	<b>36,639,140</b>	<b>38,201,582</b>
306311	Civil Operations	17,187,676	15,625,444	15,343,647	15,162,717	15,309,741
306321	Complex Civil	-	-	-	-	762,230
306512	Probate and Mental Health	3,904,019	3,553,429	2,467,125	2,590,294	4,512,578
<b>Subtotal - Civil and Probate/Mental Health</b>		<b>21,091,695</b>	<b>19,178,872</b>	<b>17,810,773</b>	<b>17,753,010</b>	<b>20,584,549</b>
306514	Family Law	8,438,695	8,216,928	8,183,253	8,367,380	9,002,582
306516	Family Court Services	4,565,596	4,591,566	5,853,577	5,823,294	4,781,209
306517	Juvenile Dependency and Delinquency	5,098,306	4,718,154	11,907,154	11,358,574	5,080,290
304221	Juvenile Alternate Defense	-	-	-	-	7,506,635
306521	Juvenile Justice Commission	156,319	151,763	164,810	162,816	176,201
306522	Self-Help Services	491,300	694,392	856,394	739,305	235,420
<b>Subtotal - Family Law and Juvenile</b>		<b>18,750,215</b>	<b>18,372,804</b>	<b>26,965,188</b>	<b>26,451,370</b>	<b>26,782,337</b>
999909	BJA Adult Drug Court Enhancement (2012-2015)	-	42,984	103,330	80,457	20,000
999987	Pretrial Services	-	-	-	582	277,295
999988	State Justice Institute	-	-	11,960	11,693	4,872
999989	DV Family Law Interpreter	102,854	101,742	100,014	-	-
999992	California Self-Help Center MOU	1,236,460	1,240,655	1,245,201	1,644,023	2,103,664
999993	Access to Visitation	102,707	99,684	107,771	81,373	40,000
999995	Collaborative Justice	44,435	42,000	38,454	33,674	33,674
999997	AB 1058 - Facilitator	744,806	741,327	738,190	579,684	774,806
999998	AB 1058 - Commissioner	2,945,455	2,540,654	2,351,757	2,245,769	2,778,772
999999	Complex Civil Intrabranched Agreement (IBA)	877,068	886,438	928,911	924,481	-
<b>Subtotal - Grants and MOUs</b>		<b>6,053,784</b>	<b>5,695,484</b>	<b>5,625,590</b>	<b>5,601,735</b>	<b>6,033,083</b>
<b>TOTAL - OPERATIONS</b>		<b>134,649,797</b>	<b>123,387,328</b>	<b>122,474,439</b>	<b>119,209,925</b>	<b>129,087,665</b>

### STAFFING HISTORY BY COST CENTER

CC No.	Cost Center	FY 2011-12		FY 2012-13		FY 2013-14		FY 2014-15		FY 2015-16	
		Auth. Positions	FTEs	Auth. Positions	FTEs	Auth. Positions	FTEs	Auth. Positions	FTEs	Auth. Positions	FTEs
306100	COO - Administration	8	8.0	9	9.0	9	9.0	9	8.5	7	7.0
302221	Reporters	126	123.9	120	116.0	110	97.7	110	95.6	111	98.4
302222	Interpreters	65	63.4	64	62.1	67	65.9	70	67.4	70	68.6
302232	Jury Services	20	20.0	18	18.0	17	17.0	17	16.8	17	17.0
302233	Grand Jury	2	2.0	1	1.0	1	1.0	1	1.0	1	1.0
306330	Records and Exhibits Management	38	35.8	38	35.8	45	45.0	57	56.0	87	87.0
306340	Court Clerk Academy	10	5.0	10	4.0	10	10.0	10	7.5	16	3.4
<b>Subtotal - Operations Administration</b>		<b>269</b>	<b>258.1</b>	<b>260</b>	<b>245.9</b>	<b>259</b>	<b>245.6</b>	<b>274</b>	<b>252.7</b>	<b>309</b>	<b>282.4</b>
304220	Alternate Defense	7	7.0	7	7.0	1	1.0	3	3.0	3	3.0
306200	Collaborative Courts	9	9.0	8	7.4	7	7.0	7	7.0	7	7.0
306411	Criminal and Traffic Operations	431	425.1	407	400.6	374	371.1	348	343.2	333	330.7
306413	Detention Release	12	12.0	13	13.0	13	13.2	13	13.2	13	13.0
<b>Subtotal - Criminal and Traffic Operations</b>		<b>459</b>	<b>453.1</b>	<b>435</b>	<b>428.0</b>	<b>395</b>	<b>392.3</b>	<b>371</b>	<b>366.4</b>	<b>356</b>	<b>353.7</b>
306311	Civil Operations	230	225.0	201	195.2	169	168.0	169	167.1	166	165.2
306321	Complex Civil	-	-	-	-	-	-	-	-	9	9.0
306512	Probate and Mental Health	41	41.0	40	40.0	28	28.0	26	25.5	45	44.5
<b>Subtotal - Civil and Probate/Mental Health</b>		<b>271</b>	<b>266.0</b>	<b>241</b>	<b>235.2</b>	<b>197</b>	<b>196.0</b>	<b>195</b>	<b>192.6</b>	<b>220</b>	<b>218.7</b>
304221	Juvenile Alternate Defense	93	93.0	101	100.3	92	91.4	89	88.1	100	100.0
306514	Family Law	40	39.7	40	39.7	48	48.0	48	48.0	38	38.0
306516	Family Court Services	57	57.0	58	58.0	54	53.5	54	53.5	56	55.7
306517	Juvenile Dependency and Delinquency	-	-	-	-	-	-	-	-	1	1.0
306521	Juvenile Justice Commission	1	1.3	1	1.3	1	1.3	1	1.0	1	1.3
306522	Self-Help Services	6	6.0	8	7.6	9	8.3	2	2.0	2	2.0
<b>Subtotal - Family Law and Juvenile</b>		<b>197</b>	<b>197.0</b>	<b>208</b>	<b>206.9</b>	<b>204</b>	<b>202.5</b>	<b>194</b>	<b>193</b>	<b>198</b>	<b>198.0</b>
999909	BJA Adult Drug Court Enhancement (2012-2015)	-	-	-	-	-	-	-	-	-	-
999987	Pretrial Services	-	-	-	-	-	-	-	-	-	-
999988	State Justice Institute	-	-	-	-	-	-	-	-	-	-
999989	DV Family Law Interpreter	-	-	-	-	-	-	-	-	-	-
999992	California Self-Help Center MOU	8	8.0	10	10.0	10	9.5	18	16.4	18	17.8
999993	Access to Visitation	-	-	-	-	-	-	-	-	-	-
999995	Collaborative Justice	-	-	-	-	-	-	-	-	-	-
999997	AB 1058 - Facilitator	7	7.0	7	7.0	6	6.2	5	6.0	6	6.0
999998	AB 1058 - Commissioner	22	23.8	19	19.2	17	17.0	16	17.0	16	17.5
999999	Complex Civil Intrabranched Agreement (IBA)	10	10.2	10	10.0	10	10.0	10	9.9	-	-
<b>Subtotal - Grants and MOUs</b>		<b>47</b>	<b>49.0</b>	<b>46</b>	<b>46.2</b>	<b>43</b>	<b>42.7</b>	<b>49</b>	<b>49.3</b>	<b>40</b>	<b>41.3</b>
<b>TOTAL - OPERATIONS</b>		<b>1,243</b>	<b>1,223.2</b>	<b>1,190</b>	<b>1,162.2</b>	<b>1,098</b>	<b>1,079.1</b>	<b>1,083</b>	<b>1,053.5</b>	<b>1,123</b>	<b>1,094.1</b>

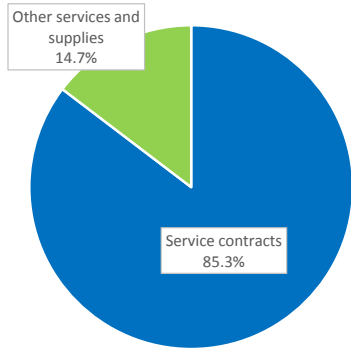
# OPERATIONS DEPARTMENT

		FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
EXPENDITURE HISTORY BY GL ACCOUNT						
GL Account No.	GL Description	Actual	Actual	Actual	Actual	BUDGET
<b>Salaries and Benefits</b>						
900301	Salaries - permanent, non-judicial personnel	72,726,846	69,207,683	64,868,662	63,305,846	68,733,844
900320	Lump sum pay outs (vacation, sick leave cash outs)	676,308	615,052	403,220	335,883	-
900328	Other pay (on call, differentials, VSIP)	1,089,577	1,360,460	1,194,481	726,482	728,835
903301	Extra help	2,472,872	549,318	742,496	757,300	290,551
906303	Judicial officers - commissioners	457,648	370,560	371,927	381,179	433,177
908301	Overtime	250,022	166,517	3,531,389	1,601,474	324,545
910302	Medicare	991,316	927,473	914,787	875,527	1,011,252
910401	Dental insurance	89,889	99,702	94,858	96,094	66,044
910501	Health insurance	9,615,134	9,937,423	9,568,025	9,336,088	10,469,170
910503	Retiree health benefits	1,944,797	2,714,541	2,624,614	2,303,137	2,440,871
910604	Retirement - non-judicial staff	18,172,065	16,749,867	18,488,211	20,851,509	22,452,096
912301	Retirement - judicial officers	180,396	107,157	122,847	142,875	161,922
912501	Workers' compensation	83,423	86,289	89,301	80,274	-
913301	Unemployment insurance	210,585	189,654	-	-	-
913501	Life insurance	8,288	9,736	10,860	7,874	5,930
913502	Long-term disability (LTD) insurance	20,155	22,188	20,549	21,274	22,676
913503	Accidental death and disability (AD&D) insurance	1,446	1,279	1,162	1,185	1,405
913699	Other insurance (vision)	721,475	656,617	616,293	604,346	646,176
913802	Educational incentives (other than tuition reimb.)	25,560	26,338	22,569	24,917	25,000
913899	Other benefits (tuition reimb., OBP, parking)	243,870	228,134	211,443	239,510	228,639
<b>SUBTOTAL - Salaries and Benefits</b>		<b>109,981,672</b>	<b>104,025,988</b>	<b>103,897,694</b>	<b>101,692,775</b>	<b>108,042,133</b>
<b>Services and Supplies</b>						
920299	Laboratory expense	39,304	35,150	37,910	33,485	34,224
920599	Dues and memberships	3,780	3,970	3,820	4,015	13,480
920609	Electronic recording supplies	617	-	-	-	-
920622	Copy paper	3,825	2,812	1,870	3,195	6,900
920699	Office expense	23,646	14,987	25,153	24,801	275,562
921599	Advertising expense	3,937	3,305	4,094	9,088	14,100
921702	Meals / food	9,693	1,506	2,658	1,054	1,600
921704	Special events / employee appreciation	-	8,424	4,139	4,621	5,485
922399	Library purchases and subscriptions	19	78	1,234	2,364	2,442
922603	Equipment - office furniture	-	1,186	9,275	6,891	5,000
922611	Equipment - computers	47,160	-	1,157	9,039	16,350
922612	Equipment - printers	-	-	250	1,170	2,000
922699	Equipment - under \$5,000	61,795	174,212	95,930	13,588	24,892
922799	Equipment - rents and leases	14,861	18,018	14,682	13,151	14,300
922899	Equipment - maintenance and repairs	18,785	48,160	28,061	12,986	63,077
923999	General expense - service	7,620	7,831	11,186	10,982	81,800
924599	Printing	328,187	271,762	248,792	159,614	206,000
925101	Telecommunications	111	-	3,709	-	-
926199	Postage	505,470	539,827	486,435	374,626	572,750
928801	Insurance	-	346	370	366	400
929210	Private car mileage	72,968	74,704	106,325	63,046	63,775
929299	Travel - in-state	14,033	11,676	8,657	18,870	55,291
931101	Travel - out-of-state	3,457	4,833	19,199	5,266	-
933101	Tuition and registration fees	18,640	14,781	38,906	34,746	32,155
934510	Courtroom security - Sheriff-provided	391,062	384,865	254,269	249,242	338,175
935303	Janitorial - cleaning supplies	-	-	-	650	-
935499	Maintenance and supplies	75	-	-	-	-
938201	Consulting services - temporary help	65,096	27,226	48,112	24,477	-
938401	General consultant and professional services	2,716,066	1,518,043	1,421,738	1,360,774	2,708,123
938502	Court interpreter - travel	-	399	-	3,011	3,000
938503	Court interpreter - registered	62,123	77,338	35,090	66,595	60,000
938504	Court interpreter - certified	1,064,882	793,366	822,785	928,737	872,300
938505	Court interpreter - non-registered	86,522	50,591	56,210	65,884	50,000
938506	Court interpreter - non-certified	317,556	120,315	125,906	111,665	100,000
938507	Court interpreter - American sign language	144,953	145,747	152,765	155,446	144,000
938509	Court interpreter - mileage	32,426	27,070	31,231	55,530	35,000
938512	Court interpreter - document translation	1,848	698	5,719	762	3,500
938514	Court interpreter - language line - non court	-	-	-	1,348	2,800
938601	Court reporter services	242,497	221,953	624,558	819,881	302,000
938701	Court transcripts	1,360,612	1,255,886	1,456,930	1,295,899	1,398,819
938711	Electronic recording transcripts	109,076	76,487	77,164	123,854	95,000
938801	CAC - dependency (children)	2,851,842	2,647,327	2,116,176	2,028,810	2,170,000
938802	CAC - dependency (parents)	5,375,810	3,930,681	3,997,284	3,716,941	4,248,278
938899	CAC - criminal	4,161,741	2,829,491	2,572,528	2,222,194	2,879,438
938901	Investigative services	363,613	320,062	232,511	230,594	301,350
939002	Psychiatric evaluations	282,292	231,967	247,424	199,355	336,000

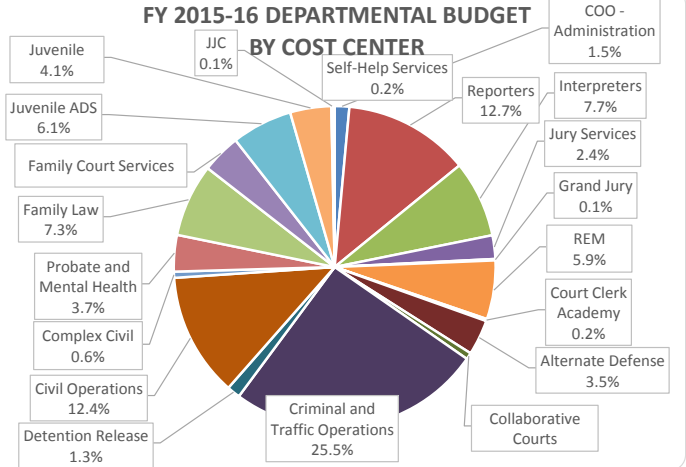
# OPERATIONS DEPARTMENT

	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
939003 Court-ordered professional services	153,426	98,363	58,877	10,400	263,500
939009 Expert witness	18,250	9,850	31,133	3,789	13,000
939014 Expert witness - forensic	156,764	174,295	98,861	92,925	150,000
939018 Mental health hearing officer	52,038	53,828	73,865	79,352	85,000
939102 Civil arbitration fee	4,050	1,800	1,050	750	1,100
939412 CAC - delinquency	1,022,295	1,023,287	790,600	770,288	854,232
939413 CAC - family law	315,614	242,093	336,402	352,961	300,000
939414 CAC - probate	2,713	39,854	6,173	32,555	20,000
939420 Small claims advisory service	155,000	130,000	130,000	115,714	130,000
941101 Sheriff - reimbursement - AB 2030 / AB 2695	75,310	70,455	72,730	67,090	85,000
943201 IT - maintenance, repairs, and supplies	199	-	-	239	600
943301 IT - commercial contracts	-	1,418	1,800	2,656	6,100
943502 IT - software and license fees	22,233	22,463	23,679	19,002	33,300
945301 Major equipment - non-IT	48,963	-	8,618	-	-
946601 Major equipment - IT	30,963	48,545	-	-	-
952002 Uniforms	1,095	306	-	-	-
952099 Uniform allowance	-	-	1,151	543	3,000
952499 Vehicle operations	10,075	5,652	12,173	12,551	15,000
965101 Jury fees	796,005	783,330	808,905	817,708	780,000
965102 Jury mileage	259,317	252,928	254,540	249,243	245,000
965110 Jury parking and public transportation	27,686	30,669	26,671	25,267	35,000
971002 Interest expense	176,794	-	-	-	-
972100 Judgments, settlements, and claims	-	678	30	-	-
992001 Departmental indirect allocations	531,337	479,997	440,247	394,269	486,334
999910 Prior year expense adjustments	-	(5,553)	(32,972)	1,236	-
<b>SUBTOTAL - Services and Supplies</b>	<b>24,668,126</b>	<b>19,361,340</b>	<b>18,576,745</b>	<b>17,517,149</b>	<b>21,045,532</b>
<b>TOTAL EXPENDITURES</b>	<b>134,649,797</b>	<b>123,387,328</b>	<b>122,474,439</b>	<b>119,209,925</b>	<b>129,087,665</b>

**FY 2015-16 BUDGETED SERVICES & SUPPLIES BY MAJOR CATEGORY**



**FY 2015-16 DEPARTMENTAL BUDGET BY COST CENTER**



## COO - Administration (306100)

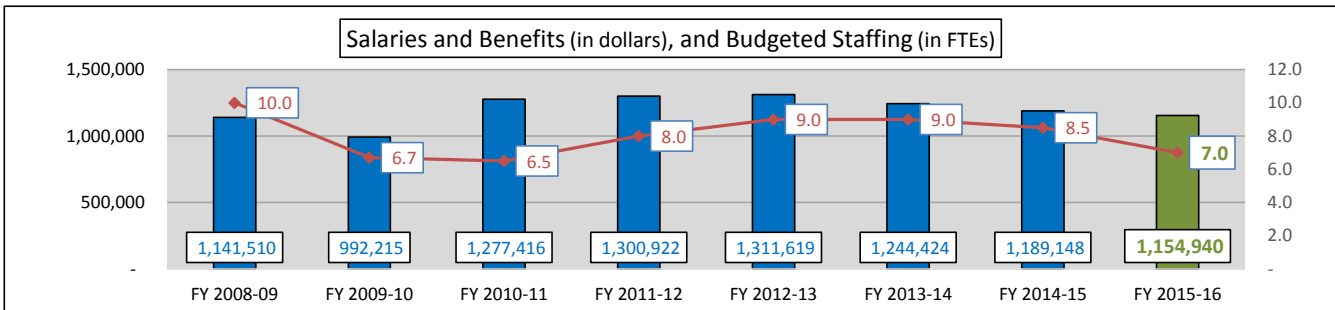
### Mission Statement

The Operations Administration cost center provides guidance to and ensures that all Operations units are on track with the Court's strategic goals while consistently providing a high level of customer service to the public.

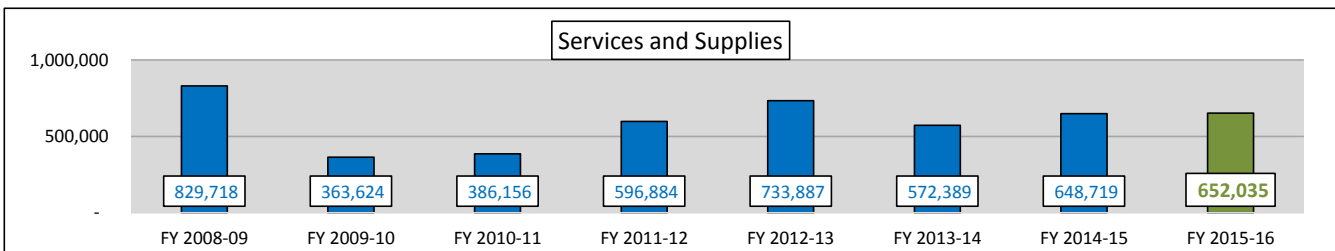
### FY 2015-16 Goals and Objectives

- » Align Operations to Court's new vision and strategic goals
- » Provide timely core business services and maintain minimal backlogs
- » Implement IVR project
- » Open full service Superior Court Service Center to provide accessible, convenient court services to south county residents
- » Strategic reinvestment of court staff

### FY 2015-16 APPROVED BUDGET



The budgeted staffing decrease is due to the transfer of 1.0 FTE Administrative Analyst to Civil Operations (306311) and 0.5 FTE Executive Assistant to Criminal and Traffic Operations (306411).



There are no significant changes to the services and supplies budget in FY 2015-16.

### FY 2014-15 ACCOMPLISHMENTS

- » Reorganization of Operations management structure
- » Established new technical teams supporting all litigation types
- » Consolidated project tracking and modified prioritization approach
- » Realignment of existing positions to shore up under-resourced divisions (e.g. Records)

Chief Operations Officer  
**Adriaan Ayers**  
 (657) 622-7012

Financial Planning Analyst  
**Julia Jim**  
 (657) 622-7875



## COO - Administration (306100)

		FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
<b>EXPENDITURE HISTORY BY GL ACCOUNT</b>						
GL Account No.	GL Description	Actual	Actual	Actual	Actual	BUDGET
<b>Salaries and Benefits</b>						
900301	Salaries - permanent, non-judicial personnel	885,689	916,038	807,076	769,426	760,401
900320	Lump sum payouts (vacation, sick leave cash outs)	14,554	(252)	20,027	1,216	-
900328	Other pay (on call, differentials, VSIP)	-	4,000	3,500	69	-
903301	Extra help	9,591	-	-	-	-
908301	Overtime	851	147	27,150	20,814	2,053
910302	Medicare	10,376	10,173	9,219	8,828	11,025
910401	Dental insurance	5,564	6,846	5,569	4,751	4,512
910501	Health insurance	69,155	75,485	72,328	69,041	71,368
910503	Retiree health benefits	23,090	35,217	32,058	27,542	26,615
910604	Retirement - non-judicial staff	250,506	231,835	238,898	262,025	257,464
913301	Unemployment insurance	2,476	2,382	-	-	-
913501	Life insurance	968	1,241	1,241	792	540
913502	Long-term disability (LTD) insurance	2,099	2,521	2,163	2,028	1,994
913503	Accidental death and dismemberment (AD&D) insurance	151	146	120	107	96
913699	Other insurance (e.g. vision)	1,851	1,841	1,877	1,875	1,872
913899	Other benefits (tuition reimb., OBP, parking)	24,000	24,000	23,200	20,633	17,000
	<b>SUBTOTAL - Salaries and Benefits</b>	<b>1,300,922</b>	<b>1,311,619</b>	<b>1,244,424</b>	<b>1,189,148</b>	<b>1,154,940</b>
<b>Services and Supplies</b>						
920699	Office expense	-	29	-	-	-
921702	Meals / food	-	-	-	221	-
921704	Special events / employee appreciation	-	408	5	-	35
922603	Equipment - office furniture	-	1,186	8,283	2,169	-
922699	Equipment - under \$5,000	50,847	167,781	54,790	211	-
922899	Equipment - maintenance and repairs	-	26,750	-	-	-
923999	General expense - service	-	190	-	-	-
929210	Private car mileage	1,528	1,376	1,292	1,822	2,000
929299	Travel - in-state	436	223	745	1,107	-
931101	Travel - out-of-state	-	2,183	1,860	826	-
933101	Tuition and registration fees	90	-	650	405	-
938401	General consultant and professional services	543,983	533,760	535,357	641,957	650,000
943502	IT - software and license fees	-	-	2,380	-	-
999910	Prior year expense adjustments	-	-	(32,972)	-	-
	<b>SUBTOTAL - Services and Supplies</b>	<b>596,884</b>	<b>733,887</b>	<b>572,389</b>	<b>648,719</b>	<b>652,035</b>
	<b>TOTAL EXPENDITURES</b>	<b>1,897,805</b>	<b>2,045,506</b>	<b>1,816,813</b>	<b>1,837,867</b>	<b>1,806,975</b>

### STAFFING HISTORY BY CLASSIFICATION

Classification	Auth.		Auth.		Auth.		Auth.		Auth.	
	Positions	FTEs	Positions	FTEs	Positions	FTEs	Positions	FTEs	Positions	FTEs
Administrative Analyst II	-	-	1	1.0	1	1.0	1	1.0	-	-
Administrative Assistant II	3	3.0	3	3.0	3	3.0	3	3.0	3	3.0
Court Administrator	2	2.0	2	2.0	2	2.0	3	2.8	2	2.0
Deputy Court Executive Officer	1	1.0	1	1.0	1	1.0	1	1.0	1	1.0
Executive Assistant	1	1.0	1	1.0	1	1.0	1	0.8	-	-
Operations Director	-	-	-	-	-	-	-	-	1	1.0
Superior Court Director	-	-	1	1.0	1	1.0	-	-	-	-
Superior Court Manager	1	1.0	-	-	-	-	-	-	-	-
<b>TOTAL STAFFING</b>	<b>8</b>	<b>8.0</b>	<b>9</b>	<b>9.0</b>	<b>9</b>	<b>9.0</b>	<b>9</b>	<b>8.5</b>	<b>7</b>	<b>7.0</b>

# Reporters (302221)

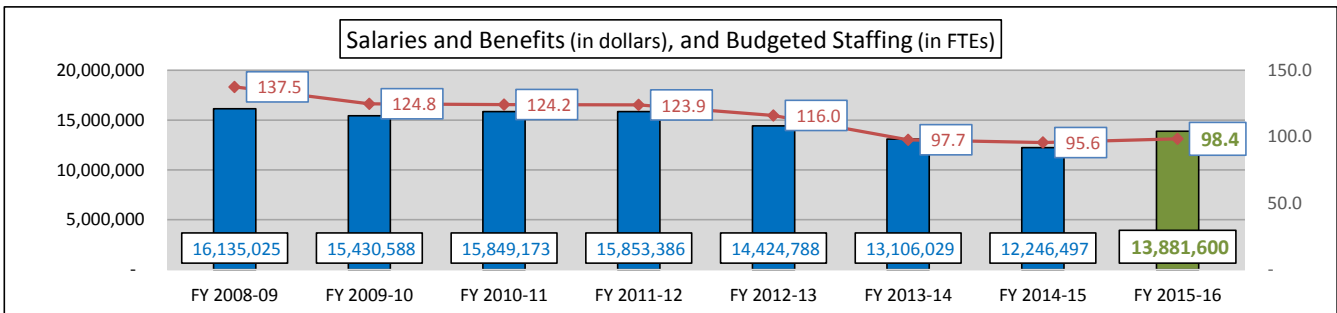
## Mission Statement

The mission of Court Reporter Services is to serve the needs of the Bench by providing verbatim shorthand reporting and electronic monitoring services in a professional and timely manner. The unit promotes excellence through training, mentoring, and use of state-of-the-art technology.

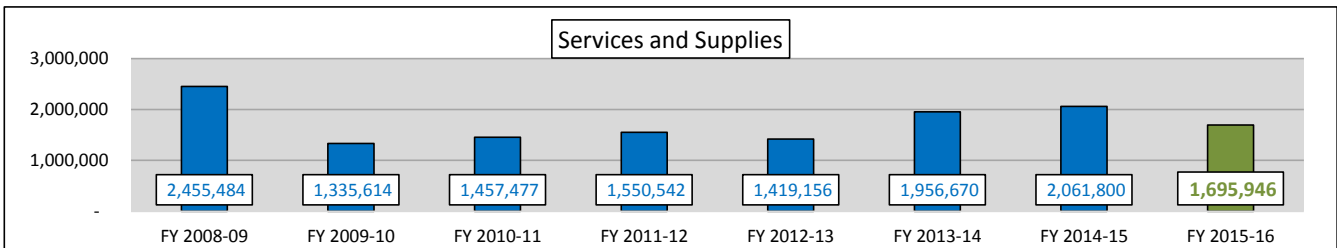
## FY 2015-16 Goals and Objectives

- » Create and preserve the official record on all cases in which a reporter has been assigned. The services shall be provided in a professional and timely manner, while complying with all governing statutory provisions
- » Continue to effectively manage resources through the use of resource usage data capturing and the development of a data dashboard
- » Continue to provide opportunities for training to enhance reporting skills and provide accurate, proficient reporting services to judicial officer and court users

## FY 2015-16 APPROVED BUDGET



The budgeted staffing increase is due to the addition of 2.0 FTEs Courtroom Operations Supervisors (to improve supervisor to staff ratio) and the change in the method used for calculating salary savings.



The decrease in services and supplies budget is based on lower anticipated need for pro tem court reporter services due to the filling of Court Reporter positions.

## FY 2014-15 ACCOMPLISHMENTS

- » Stabilization of new court reporter resource model, i.e. court reporter pooling
- » Review of all relevant court reporter policies and procedures
- » Improve timely preparation and delivery of electronic recording requests

Court Operations Manager  
**Anabel Romero**  
 (657) 622-7895

Financial Planning Analyst  
**Julia Jim**  
 (657) 622-7875

## Reporters (302221)

EXPENDITURE HISTORY BY GL ACCOUNT		FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
		Actual	Actual	Actual	Actual	BUDGET
GL Account No.	GL Description					
<b>Salaries and Benefits</b>						
900301	Salaries - permanent, non-judicial personnel	10,649,028	9,400,113	8,302,674	7,808,102	8,911,391
900320	Lump sum payouts (vacation, sick leave cash outs)	36,721	51,489	51,937	66,294	-
900328	Other pay (on call, differentials, VSIP)	744,147	726,296	880,321	500,496	538,533
903301	Extra help	-	-	1,738	8,621	-
908301	Overtime	4,273	2,286	275,933	85,160	25,695
910302	Medicare	154,286	137,741	125,259	116,438	135,201
910401	Dental insurance	1,884	2,282	2,314	1,472	1,128
910501	Health insurance	1,057,857	1,061,441	566,113	600,840	839,411
910503	Retiree health benefits	298,294	406,887	348,664	295,769	326,360
910604	Retirement - non-judicial staff	2,772,081	2,508,502	2,467,358	2,684,804	3,014,084
913301	Unemployment insurance	31,073	28,141	-	-	-
913501	Life insurance	292	368	450	232	108
913502	Long-term disability (LTD) insurance	631	736	751	491	411
913503	Accidental death and dismemberment (AD&D) insurance	45	43	43	28	24
913699	Other insurance (e.g. vision)	72,619	67,333	55,694	53,148	60,754
913802	Educational incentives (other than tuition reimb.)	23,155	24,130	19,780	21,102	25,000
913899	Other benefits (tuition reimb., OBP, parking)	7,000	7,000	7,000	3,500	3,500
<b>SUBTOTAL - Salaries and Benefits</b>		<b>15,853,386</b>	<b>14,424,788</b>	<b>13,106,029</b>	<b>12,246,497</b>	<b>13,881,600</b>
<b>Services and Supplies</b>						
920609	Electronic recording supplies	617	-	-	-	-
920699	Office expense	-	29	-	302	-
921599	Advertising expense	507	-	-	-	-
921702	Meals / food	441	-	-	-	-
921704	Special events / employee appreciation	-	356	343	160	490
922399	Library purchases and subscriptions	-	-	-	240	-
922611	Equipment - computers	394	-	712	23	-
922699	Equipment - under \$5,000	-	39	14,398	10,196	10,392
922899	Equipment - maintenance and repairs	978	-	585	6,048	35,845
923999	General expense - service	5,840	5,140	5,290	5,290	5,300
929210	Private car mileage	889	697	565	278	1,000
929299	Travel - in-state	55	14	8	-	-
931101	Travel - out-of-state	-	-	962	1,131	-
933101	Tuition and registration fees	-	-	1,175	-	-
938401	General consultant and professional services	-	-	-	-	5,000
938601	Court reporter services	221,737	221,264	623,869	817,296	300,000
938701	Court transcripts	1,192,054	1,096,143	1,212,671	1,077,980	1,212,919
938711	Electronic recording transcripts	109,076	76,487	77,164	123,854	95,000
943502	IT - software and license fees	17,955	18,309	18,928	19,002	30,000
972100	Judgments, settlements, and claims	-	678	-	-	-
999910	Prior year expense adjustments	-	-	-	(0)	-
<b>SUBTOTAL - Services and Supplies</b>		<b>1,550,542</b>	<b>1,419,156</b>	<b>1,956,670</b>	<b>2,061,800</b>	<b>1,695,946</b>
<b>TOTAL EXPENDITURES</b>		<b>17,403,929</b>	<b>15,843,944</b>	<b>15,062,699</b>	<b>14,308,297</b>	<b>15,577,546</b>

## STAFFING HISTORY BY CLASSIFICATION

Classification	Auth.		Auth.		Auth.		Auth.		Auth.	
	Positions	FTEs	Positions	FTEs	Positions	FTEs	Positions	FTEs	Positions	FTEs
Court Operations Manager II	1	-	-	-	1	1.0	1	1.0	-	-
Court Operations Manager III	1	1.0	1	1.0	1	1.0	1	1.0	1	1.0
Court Reporter	111	109.9	106	102.7	99	86.7	99	84.8	99	86.4
Courtroom Operations Supervisor	-	-	-	-	-	-	-	-	2	2.0
Court Supervisor I	2	2.0	2	2.0	2	2.0	2	2.0	2	2.0
Legal Property Technician	1	1.0	-	-	-	-	-	-	-	-
Office Assistant	1	1.0	1	1.0	-	-	-	-	-	-
Office Specialist	3	3.0	4	4.0	5	5.0	5	4.8	2	2.0
Senior Administrative Analyst	1	1.0	1	1.0	-	-	-	-	-	-
Staff Assistant	5	5.0	5	4.3	2	2.0	2	2.0	5	5.0
<b>TOTAL STAFFING</b>	<b>126</b>	<b>123.9</b>	<b>120</b>	<b>116.0</b>	<b>110</b>	<b>97.7</b>	<b>110</b>	<b>95.6</b>	<b>111</b>	<b>98.4</b>

# Interpreters (302222)

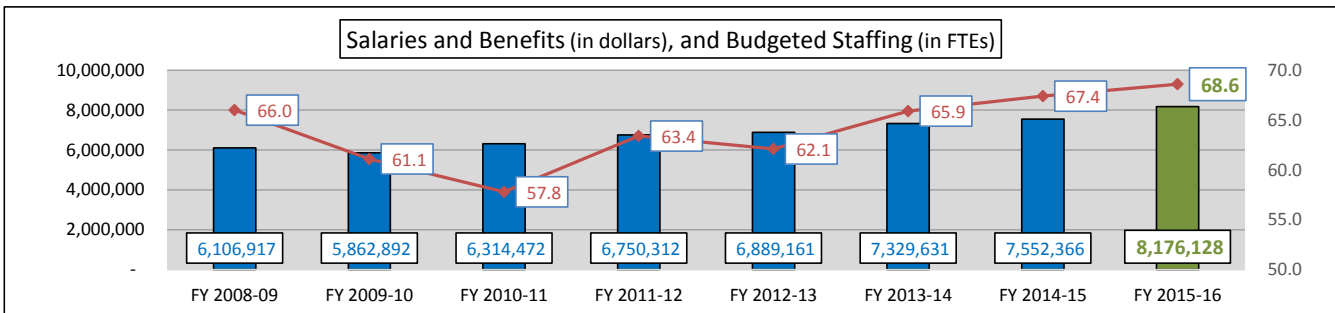
## Mission Statement

The mission of Court Interpreter Services is to provide meaningful language access to the courts for persons with limited English proficiency and those who are deaf or hard-of-hearing, by providing high quality interpreting and translation services in a timely, professional, and efficient manner.

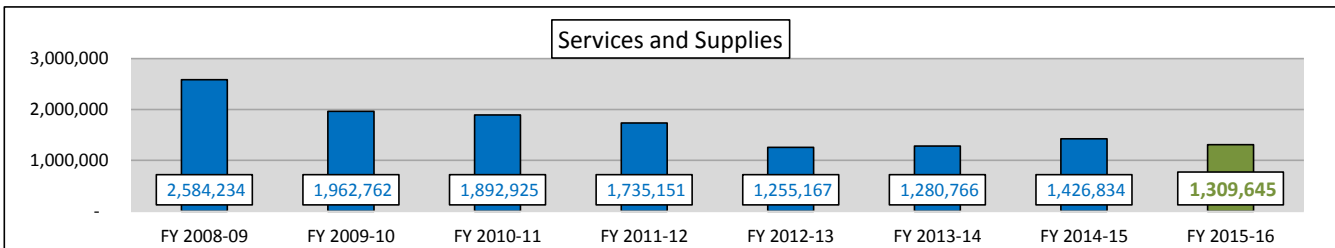
## FY 2015-16 Goals and Objectives

- » Provide interpreters to all parties who require one
- » Improve the Court's multilingual capability
- » Secure sufficient number of certified and registered interpreters
- » Enhance the efficient use of language resources
- » Provide subject matter support to the bench, court staff, and public

## FY 2015-16 APPROVED BUDGET



The budgeted staffing increase of 1.2 FTEs is due to the change in the method used for calculating salary savings.



There are no significant changes to the services and supplies budget in FY 2015-16. Increases in both the demand and cost of interpreter services in FY 2014-15 resulted in a higher services and supplies expenditure than originally budgeted.

## FY 2014-15 ACCOMPLISHMENTS

- » Provided interpreters in 46 languages to all mandated case types and incidentally to non-mandated ones
- » Provided interpreter services for the deaf and hard-of-hearing in all case types
- » Utilized Video Remote Interpreting (VRI) and Remote Telephonic Interpreting (RTI) services to enhance the Court's multilingual capability
- » Implemented new Judicial Council mandatory reporting requirements on cost and interpretations
- » Implemented procedures and guidelines related to new legislation courtwide - AB 2370

Court Operations Manager  
**Sean Lillywhite**  
 (657) 622-7267

Financial Planning Analyst  
**Julia Jim**  
 (657) 622-7875

## Interpreters (30222)

		FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
<b>EXPENDITURE HISTORY BY GL ACCOUNT</b>						
GL Account No.	GL Description	Actual	Actual	Actual	Actual	BUDGET
<b>Salaries and Benefits</b>						
900301	Salaries - permanent, non-judicial personnel	4,366,858	4,451,016	4,618,833	4,719,579	5,250,025
900320	Lump sum payouts (vacation, sick leave cash outs)	5,209	2,267	6,038	8,875	-
900328	Other pay (on call, differentials, VSIP)	64,405	68,181	70,257	4,950	7,451
903301	Extra help	358,499	302,284	189,097	264,004	217,200
908301	Overtime	21,049	19,176	74,631	3,801	13,221
910302	Medicare	68,201	68,492	70,015	70,727	76,145
910401	Dental insurance	32,095	33,975	35,009	37,118	1,128
910501	Health insurance	517,399	569,005	628,440	600,074	664,876
910503	Retiree health benefits	116,918	175,284	189,540	171,548	183,787
910604	Retirement - non-judicial staff	1,089,248	1,078,858	1,334,353	1,558,043	1,698,172
912501	Workers' compensation	44,910	48,507	51,389	46,907	-
913301	Unemployment insurance	13,151	12,749	-	-	-
913501	Life insurance	(59)	84	135	266	108
913502	Long-term disability (LTD) insurance	280	326	333	333	344
913503	Accidental death and dismemberment (AD&D) insurance	23	22	22	22	24
913699	Other insurance (e.g. vision)	36,507	39,801	41,799	44,218	42,183
913899	Other benefits (tuition reimb., OBP, parking)	15,620	19,134	19,743	21,902	21,464
	<b>SUBTOTAL - Salaries and Benefits</b>	<b>6,750,312</b>	<b>6,889,161</b>	<b>7,329,631</b>	<b>7,552,366</b>	<b>8,176,128</b>
<b>Services and Supplies</b>						
920699	Office expense	132	133	264	457	300
921702	Meals / food	97	-	-	-	100
921704	Special events / employee appreciation	-	457	316	160	345
922399	Library purchases and subscriptions	-	-	-	472	300
922603	Equipment - office furniture	-	-	-	673	-
922699	Equipment - under \$5,000	2,701	4,366	7,451	1,384	6,000
922899	Equipment - maintenance and repairs	-	-	-	909	1,000
929210	Private car mileage	9,234	24,081	21,557	16,086	16,000
929299	Travel - in-state	750	125	39	85	-
931101	Travel - out-of-state	361	-	-	-	-
933101	Tuition and registration fees	11,700	10,616	12,786	17,227	15,000
938502	Court interpreter - travel	-	399	-	3,011	3,000
938503	Court interpreter - registered	62,123	77,338	35,090	66,595	60,000
938504	Court interpreter - certified	1,064,756	793,240	822,785	928,455	872,300
938505	Court interpreter - non-registered	86,522	50,591	56,210	65,884	50,000
938506	Court interpreter - non-certified	317,556	120,315	125,906	111,665	100,000
938507	Court interpreter - American sign language	144,953	145,747	152,765	155,446	144,000
938509	Court interpreter - mileage	32,417	27,061	31,231	55,530	35,000
938512	Court interpreter - document translation	1,848	698	5,719	762	3,500
938514	Court interpreter - language line - non court	-	-	-	1,348	2,800
945301	Major equipment - non-IT	-	-	8,618	-	-
972100	Judgments, settlements, and claims	-	-	30	-	-
999910	Prior year expense adjustments	-	-	-	686	-
	<b>SUBTOTAL - Services and Supplies</b>	<b>1,735,151</b>	<b>1,255,167</b>	<b>1,280,766</b>	<b>1,426,834</b>	<b>1,309,645</b>
	<b>TOTAL EXPENDITURES</b>	<b>8,485,463</b>	<b>8,144,328</b>	<b>8,610,397</b>	<b>8,979,200</b>	<b>9,485,773</b>

### STAFFING HISTORY BY CLASSIFICATION

Classification	Auth.		Auth.		Auth.		Auth.		Auth.	
	Positions	FTEs	Positions	FTEs	Positions	FTEs	Positions	FTEs	Positions	FTEs
Court Interpreter	61	59.4	60	58.1	63	61.9	66	63.6	66	64.6
Court Operations Manager II	-	-	-	-	1	1.0	1	1.0	1	1.0
Office Specialist	2	2.0	2	2.0	2	2.0	2	1.8	-	-
Senior Administrative Analyst	1	1.0	1	1.0	-	-	-	-	-	-
Staff Assistant	-	-	-	-	-	-	-	-	2	2.0
Staff Specialist	1	1.0	1	1.0	1	1.0	1	1.0	1	1.0
<b>TOTAL STAFFING</b>	<b>65</b>	<b>63.4</b>	<b>64</b>	<b>62.1</b>	<b>67</b>	<b>65.9</b>	<b>70</b>	<b>67.4</b>	<b>70</b>	<b>68.6</b>

## Jury Services (302232)

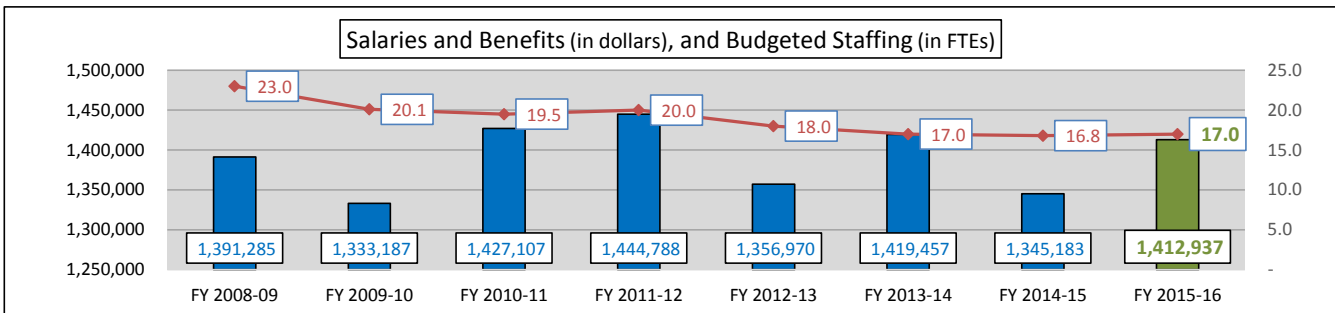
### Mission Statement

Jury Services administers the trial jury program at all justice centers and educates prospective jurors on the Court's mission, goals, and accomplishments.

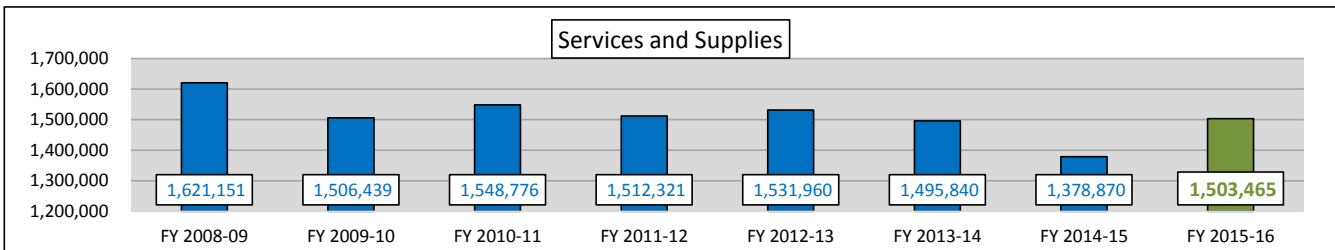
### FY 2015-16 Goals and Objectives

- » Implement a new IVR system while continuing to provide a high level of service to jurors and internal customers
- » Review the allocation of reporting vs. call-in jurors to make any needed adjustments to better use jurors' time

### FY 2015-16 APPROVED BUDGET



The budgeted staffing increase of 0.2 FTEs is due to the change in the method used for calculating salary savings.



There are no significant changes to the services and supplies budget in FY 2015-16. The budget for printing and postage costs is the same as budgeted in FY 2014-15; however, as noted below, the successful implementation of the jury postcard summons project is expected to result in reduced costs.

### FY 2014-15 ACCOMPLISHMENTS

- » Implementation of the jury summons postcard resulting in more efficient juror response/processing as well as ongoing printing and postage savings of approximately \$140,000 per year.

Jury Services Manager  
**Robyn Samuelson**  
 (657) 622-7176

Financial Planning Analyst  
**Daniel Kopp**  
 (657) 622-7737

## Jury Services (302232)

		FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
<b>EXPENDITURE HISTORY BY GL ACCOUNT</b>						
GL Account No.	GL Description	Actual	Actual	Actual	Actual	BUDGET
<b>Salaries and Benefits</b>						
900301	Salaries - permanent, non-judicial personnel	989,261	911,397	878,788	833,594	882,954
900320	Lump sum payouts (vacation, sick leave cash outs)	1,309	11,369	15,710	4,020	-
900328	Other pay (on call, differentials, VSIP)	5,747	5,693	6,356	5,629	4,844
908301	Overtime	513	6,590	47,728	14,616	-
910302	Medicare	13,072	12,085	12,794	11,952	12,874
910401	Dental insurance	942	1,141	1,157	1,134	1,128
910501	Health insurance	141,026	139,699	157,451	156,866	176,985
910503	Retiree health benefits	26,427	34,986	35,219	29,984	31,073
910604	Retirement - non-judicial staff	248,774	217,672	250,528	273,792	289,074
913301	Unemployment insurance	2,722	2,420	-	-	-
913501	Life insurance	146	184	225	161	108
913502	Long-term disability (LTD) insurance	321	367	374	376	389
913503	Accidental death and dismemberment (AD&D) insurance	23	22	22	22	24
913699	Other insurance (e.g. vision)	11,004	9,845	9,607	9,536	9,984
913899	Other benefits (tuition reimb., OBP, parking)	3,500	3,500	3,500	3,500	3,500
	<b>SUBTOTAL - Salaries and Benefits</b>	<b>1,444,788</b>	<b>1,356,970</b>	<b>1,419,457</b>	<b>1,345,183</b>	<b>1,412,937</b>
<b>Services and Supplies</b>						
920699	Office expense	10,139	3,502	7,260	4,631	10,075
921599	Advertising expense	2,980	3,305	3,277	9,088	8,500
921702	Meals / food	304	-	-	-	-
921704	Special events / employee appreciation	-	8	-	29	90
922611	Equipment - computers	-	-	-	2,527	-
922699	Equipment - under \$5,000	160	801	-	-	-
922899	Equipment - maintenance and repairs	2,491	348	348	15	2,000
923999	General expense - service	-	-	-	465	1,500
924599	Printing	106,462	111,217	97,776	73,530	85,700
926199	Postage	305,791	343,735	293,791	192,412	331,000
929210	Private car mileage	719	701	1,472	1,067	1,500
929299	Travel - in-state	194	-	-	-	-
933101	Tuition and registration fees	75	-	-	-	-
943301	IT - commercial contracts	-	1,418	1,800	2,656	3,100
965101	Jury fees	796,005	783,330	808,905	817,708	780,000
965102	Jury mileage	259,317	252,928	254,540	249,243	245,000
965110	Jury parking and public transportation	27,686	30,669	26,671	25,267	35,000
999910	Prior year expense adjustments	-	-	-	232	-
	<b>SUBTOTAL - Services and Supplies</b>	<b>1,512,321</b>	<b>1,531,961</b>	<b>1,495,840</b>	<b>1,378,870</b>	<b>1,503,465</b>
	<b>TOTAL EXPENDITURES</b>	<b>2,957,109</b>	<b>2,888,931</b>	<b>2,915,297</b>	<b>2,724,053</b>	<b>2,916,402</b>

### STAFFING HISTORY BY CLASSIFICATION

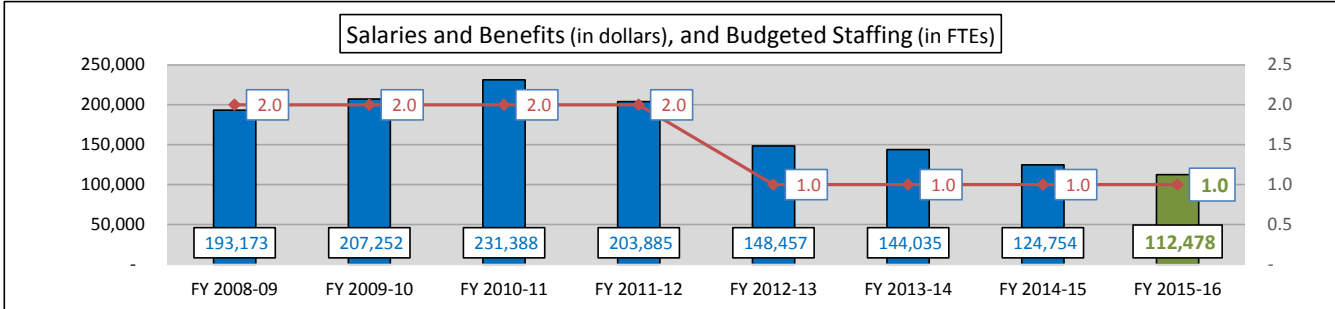
Classification	Auth.		Auth.		Auth.		Auth.		Auth.	
	Positions	FTEs	Positions	FTEs	Positions	FTEs	Positions	FTEs	Positions	FTEs
Accounting Specialist	1	1.0	1	1.0	-	-	-	-	-	-
Court Operations Manager II	-	-	1	1.0	1	1.0	1	1.0	-	-
Court Operations Manager III	1	1.0	-	-	-	-	-	-	1	1.0
Court Supervisor II	1	1.0	1	1.0	1	1.0	-	-	-	-
Legal Processing Specialist I	1	1.0	-	-	-	-	-	-	2	2.0
Legal Processing Specialist II	14	14.0	13	13.0	14	14.0	14	13.8	12	12.0
Legal Processing Supervisor	-	-	-	-	1	1.0	2	2.0	2	2.0
Office Supervisor B	1	1.0	1	1.0	-	-	-	-	-	-
Staff Specialist	1	1.0	1	1.0	-	-	-	-	-	-
<b>TOTAL STAFFING</b>	<b>20</b>	<b>20.0</b>	<b>18</b>	<b>18.0</b>	<b>17</b>	<b>17.0</b>	<b>17</b>	<b>16.8</b>	<b>17</b>	<b>17.0</b>

# Grand Jury (302233)

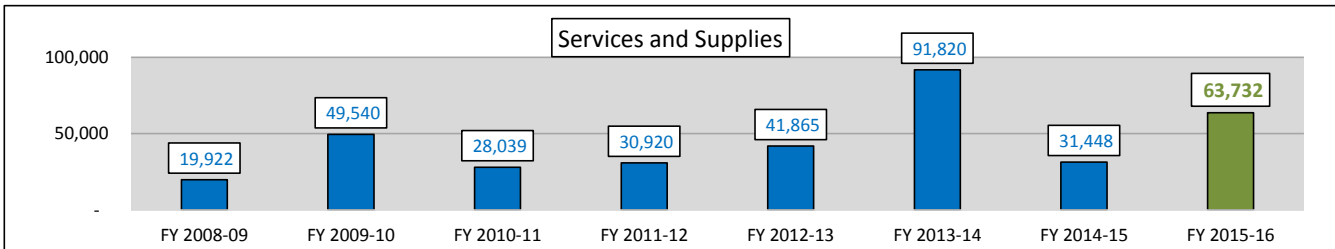
## Mission Statement

The Grand Jury is a body of 19 citizens who are charged and sworn to investigate county, city, and joint power agencies in a watch dog capacity. The Grand Jury also inquires into public offenses committed or triable within the County. Grand Jury duties, powers, responsibilities, qualifications, and selection processes are outlined in the California Penal Code.

## FY 2015-16 APPROVED BUDGET



There are no significant changes to the salaries and benefits budget in FY 2015-16.



There are no significant changes to the services and supplies budget in FY 2015-16. Unused general consulting services in FY 2014-15 resulted in a lower services and supplies expenditure than originally budgeted.

## FY 2014-15 ACCOMPLISHMENTS

- » The 2014-15 Orange County Grand Jury issued 17 reports as a result of its civil investigations and responded to 39 public concerns
- » In its criminal role, the Grand Jury participated in 5 indictment hearings totaling 8½ days and heard 10½ days of investigative proceedings

Jury Services Manager  
**Robyn Samuelson**  
 (657) 622-7176

Financial Planning Analyst  
**Daniel Kopp**  
 (657) 622-7737



## Grand Jury (302233)

		FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
<b>EXPENDITURE HISTORY BY GL ACCOUNT</b>						
GL Account No.	GL Description	Actual	Actual	Actual	Actual	BUDGET
<b>Salaries and Benefits</b>						
900301	Salaries - permanent, non-judicial personnel	125,150	96,327	92,924	79,879	72,600
900320	Lump sum payouts (vacation, sick leave cash outs)	26,741	-	1,391	-	-
900328	Other pay (on call, differentials, VSIP)	1,036	1,723	1,127	466	-
903301	Extra help	2,888	6,605	-	-	-
908301	Overtime	478	-	2,816	1,565	-
910302	Medicare	2,161	1,501	1,368	1,131	1,053
910401	Dental insurance	290	1	(0)	-	-
910501	Health insurance	10,031	13,841	12,792	12,099	12,210
910503	Retiree health benefits	2,570	2,971	3,729	2,872	2,541
910604	Retirement - non-judicial staff	30,519	23,558	26,291	26,035	23,450
912501	Workers' compensation	775	790	790	-	-
913301	Unemployment insurance	410	276	-	-	-
913501	Life insurance	55	0	(0)	-	-
913502	Long-term disability (LTD) insurance	100	-	-	-	-
913503	Accidental death and dismemberment (AD&D) insurance	8	-	-	-	-
913699	Other insurance (e.g. vision)	673	863	808	707	624
	<b>SUBTOTAL - Salaries and Benefits</b>	<b>203,885</b>	<b>148,457</b>	<b>144,035</b>	<b>124,754</b>	<b>112,478</b>
<b>Services and Supplies</b>						
920622	Copy paper	851	837	649	416	2,000
920699	Office expense	680	1,146	833	691	2,000
921599	Advertising expense	320	-	-	-	-
921702	Meals / food	1,212	1,506	1,499	-	1,500
922399	Library purchases and subscriptions	19	-	-	-	-
922699	Equipment - under \$5,000	1,290	-	-	-	-
922799	Equipment - rents and leases	2,576	7,276	4,361	4,764	4,000
922899	Equipment - maintenance and repairs	144	64	60	120	100
924599	Printing	67	-	-	-	-
925101	Telecommunications	111	-	-	-	-
926199	Postage	1,746	796	363	484	1,000
929210	Private car mileage	-	-	-	258	700
929299	Travel - in-state	2,640	2,187	2,155	3,375	3,000
933101	Tuition and registration fees	353	-	800	120	400
935499	Maintenance and supplies	39	-	-	-	-
938401	General consultant and professional services	-	-	-	-	29,032
938504	Court interpreter - certified	-	-	-	282	-
938601	Court reporter services	-	-	-	689	-
938701	Court transcripts	18,872	28,247	81,101	20,076	20,000
999910	Prior year expense adjustments	-	(193)	-	172	-
	<b>SUBTOTAL - Services and Supplies</b>	<b>30,920</b>	<b>41,865</b>	<b>91,820</b>	<b>31,448</b>	<b>63,732</b>
	<b>TOTAL EXPENDITURES</b>	<b>234,805</b>	<b>190,322</b>	<b>235,855</b>	<b>156,201</b>	<b>176,210</b>

### STAFFING HISTORY BY CLASSIFICATION

Classification	Auth.		Auth.		Auth.		Auth.		Auth.	
	Positions	FTEs	Positions	FTEs	Positions	FTEs	Positions	FTEs	Positions	FTEs
Administrative Assistant I	1	1.0	-	-	-	-	-	-	-	-
Executive Administrative Assistant	-	-	1	1.0	1	1.0	1	1.0	1	1.0
Senior Administrative Analyst	1	1.0	-	-	-	-	-	-	-	-
<b>TOTAL STAFFING</b>	<b>2</b>	<b>2.0</b>	<b>1</b>	<b>1.0</b>	<b>1</b>	<b>1.0</b>	<b>1</b>	<b>1.0</b>	<b>1</b>	<b>1.0</b>

# Records and Exhibits Management (306330)

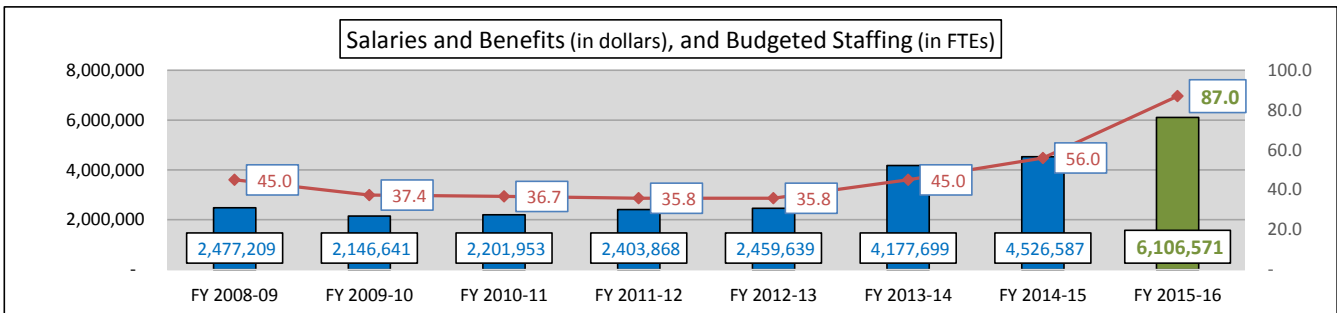
## Mission Statement

It is the mission of the Records and Exhibits Management Unit to provide easy access to reliable and accurate information, while protecting the property entrusted to the Court.

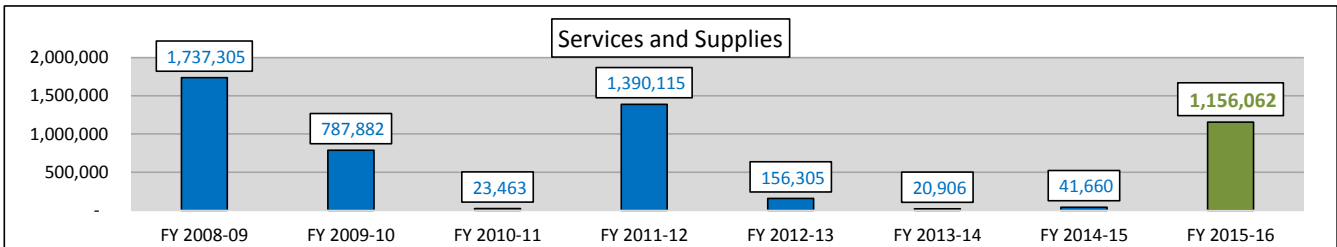
## FY 2015-16 Goals and Objectives

- » Work on mass records digitization of multiple case type records with the goal of closing the Irvine warehouse facility by the end of July 2016
- » Complete the Family Law Archival Project (FLAP) -- imaging of barcoded and prepped Family Law cases stored at LJC prior to implementation of Odyssey
- » Continue disposal efforts of eligible exhibits

## FY 2015-16 APPROVED BUDGET



For FY 2015-16, salaries and benefits are about \$1.6 million more than expended in FY 2014-15. This is due to an increase of 31.0 FTEs. The majority of the increase (20.0 extra help Legal Processing Specialist IIs) is for the Records Digitization project, which is scheduled from July 2015 through July 2016. The other 11.0 FTEs were transferred in from various cost centers to provide dedicated staff for the scanning of documents and quality assurance (QA) activities to ensure electronic images are readable and the files are complete.



In FY 2015-16, services and supplies increase about \$1.1 million for the Records Digitization project and to expedite the destruction of paper files that have been electronically imaged.

## FY 2014-15 ACCOMPLISHMENTS

- » New Exhibits Tracking System (EMS) created and implemented in March 2015
- » Exhibits inventory consolidation concluded and storage space requirements gathered

Court Operations Manager  
**Karen Lee**  
 (657) 622-7337

Financial Planning Analyst  
**Daniel Kopp**  
 (657) 622-7737

## Records and Exhibits Management (306330)

		FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
<b>EXPENDITURE HISTORY BY GL ACCOUNT</b>						
GL Account No.	GL Description	Actual	Actual	Actual	Actual	BUDGET
<b>Salaries and Benefits</b>						
900301	Salaries - permanent, non-judicial personnel	1,587,035	1,608,784	2,286,029	2,657,372	3,818,262
900320	Lump sum payouts (vacation, sick leave cash outs)	58,518	31,104	21,786	17,768	-
900328	Other pay (on call, differentials, VSIP)	4,777	37,193	3,617	2,017	2,422
903301	Extra help	-	6,019	343,626	183,110	-
908301	Overtime	9,018	11,336	285,262	126,498	-
910302	Medicare	19,660	21,232	37,907	38,980	55,375
910401	Dental insurance	1,074	1,179	1,157	1,177	1,128
910501	Health insurance	264,429	272,036	428,168	502,563	809,001
910503	Retiree health benefits	41,530	61,365	90,828	94,750	133,740
910604	Retirement - non-judicial staff	387,645	378,915	640,072	859,990	1,228,974
913301	Unemployment insurance	4,477	4,388	-	-	-
913501	Life insurance	162	189	225	165	108
913502	Long-term disability (LTD) insurance	256	290	318	356	373
913503	Accidental death and dismemberment (AD&D) insurance	25	22	22	22	24
913699	Other insurance (e.g. vision)	21,760	22,087	35,183	38,318	53,664
913899	Other benefits (tuition reimb., OBP, parking)	3,500	3,500	3,500	3,500	3,500
<b>SUBTOTAL - Salaries and Benefits</b>		<b>2,403,868</b>	<b>2,459,639</b>	<b>4,177,699</b>	<b>4,526,587</b>	<b>6,106,571</b>
<b>Services and Supplies</b>						
920699	Office expense	169	146	1,505	4,910	4,000
921702	Meals / food	62	-	-	-	-
921704	Special events / employee appreciation	-	-	504	299	435
922611	Equipment - computers	38,976	-	-	-	-
922699	Equipment - under \$5,000	2,508	1,227	-	345	2,000
922899	Equipment - maintenance and repairs	771	356	89	89	1,000
923999	General expense - service	1,780	2,500	3,447	5,227	75,000
928801	Insurance	-	346	370	366	400
929210	Private car mileage	-	90	930	1,200	1,500
931101	Travel - out-of-state	-	-	1,230	378	-
933101	Tuition and registration fees	-	-	1,725	-	-
938201	Consulting services - temporary help	-	-	7,008	15,836	-
938401	General consultant and professional services	1,254,728	96,448	-	-	1,056,727
943502	IT - software and license fees	1,120	995	-	-	-
945301	Major equipment - non-IT	48,963	-	-	-	-
946601	Major equipment - IT	30,963	48,545	-	-	-
952499	Vehicle operations	10,075	5,652	12,173	12,551	15,000
992001	Departmental indirect allocations	-	-	(8,075)	-	-
999910	Prior year expense adjustments	-	-	-	457	-
<b>SUBTOTAL - Services and Supplies</b>		<b>1,390,115</b>	<b>156,305</b>	<b>20,906</b>	<b>41,660</b>	<b>1,156,062</b>
<b>TOTAL EXPENDITURES</b>		<b>3,793,982</b>	<b>2,615,944</b>	<b>4,198,605</b>	<b>4,568,247</b>	<b>7,262,633</b>

### STAFFING HISTORY BY CLASSIFICATION

Classification	Auth.		Auth.		Auth.		Auth.		Auth.	
	Positions	FTEs	Positions	FTEs	Positions	FTEs	Positions	FTEs	Positions	FTEs
Court Operations Manager I	1	1.0	-	-	-	-	-	-	-	-
Court Operations Manager II	-	-	1	1.0	1	1.0	1	1.0	1	1.0
Data Entry Specialist	1	1.0	1	1.0	1	1.0	-	-	-	-
Exhibits Custodian I	-	-	-	-	-	-	-	-	2	2.0
Exhibits Custodian II	-	-	-	-	-	-	-	-	8	8.0
Legal Processing Specialist I	-	-	-	-	-	-	3	3.0	9	9.0
Legal Processing Specialist II	-	-	2	2.0	-	-	9	8.8	33	33.0
Legal Processing Supervisor	-	-	-	-	2	2.0	3	3.0	3	3.0
Legal Property Technician	5	5.0	6	4.5	8	8.0	8	8.0	-	-
Office Assistant	21	19.8	20	19.3	23	23.0	22	21.8	23	23.0
Office Technician	-	-	-	-	1	1.0	1	1.0	1	1.0
Senior Legal Property Technician	1	1.0	1	1.0	1	1.0	1	1.0	1	1.0
Store Clerk	-	-	-	-	-	-	1	1.0	-	-
Support Services Supervisor II	4	4.0	3	3.0	4	4.0	4	4.0	4	4.0
Training and Procedure Specialist	1	-	1	1.0	1	1.0	-	-	1	1.0
Utility Worker/Driver	4	4.0	3	3.0	3	3.0	4	3.5	1	1.0
<b>TOTAL STAFFING</b>	<b>38</b>	<b>35.8</b>	<b>38</b>	<b>35.8</b>	<b>45</b>	<b>45.0</b>	<b>57</b>	<b>56.0</b>	<b>87</b>	<b>87.0</b>

# Court Clerk Academy (306340)

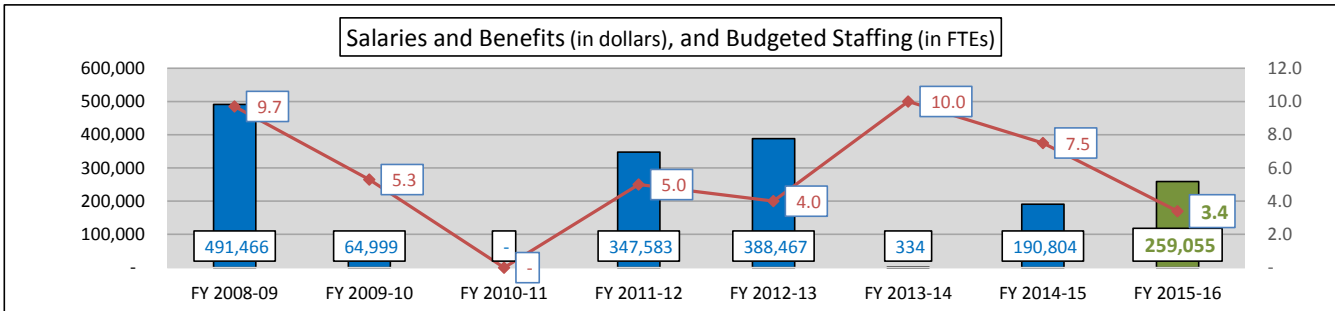
## Mission Statement

The Court Clerk Training Academy supports the mission of the Court by providing training necessary for court clerks to effectively provide support to judicial officers, prepare the official record of proceedings using automated case management systems, and represent the Court professionally within the courtroom to promote the public's trust and confidence in the Court.

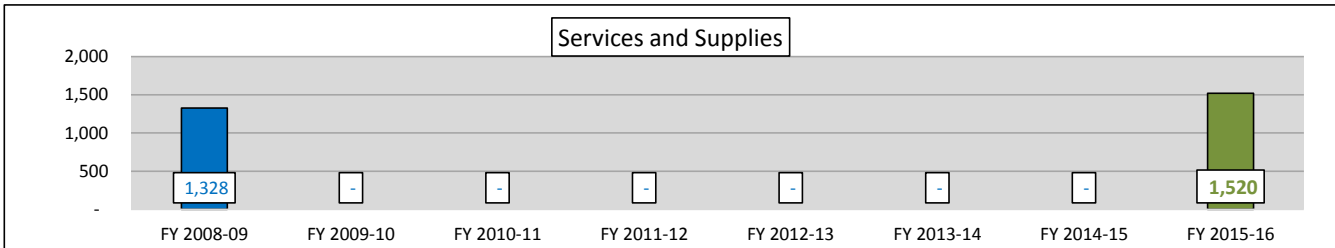
## FY 2015-16 Goals and Objectives

- » Recruit and train sufficient court clerks to efficiently fill court clerk vacancies as they occur.
- » Increase participants in Track 10 to enhance court clerk relief pools and provide trained court clerks to new Proposition 47 workload and assign court clerk when civil or felony trials are assigned to other panels/justice centers.

## FY 2015-16 APPROVED BUDGET



The budgeted staffing decrease of 4.1 FTEs is due to the change in the method used for calculating the time staff spent in the court clerk academy positions (6 weeks per class). In FY 2014-15, the over-estimation of the number of FTEs required to conduct two training tracks resulted in a lower salaries and benefits expenditure than originally budgeted.



There are no significant changes to the services and supplies budget in FY 2015-16.

## FY 2014-15 ACCOMPLISHMENTS

- » Provided trained court clerks to judicial officers and courtrooms to ensure timely, accurate minute entry of all court proceedings
- » Modified academy format and timelines
- » Conducted CCTA Track 8 and 9

Chief Operations Officer  
**Adriaan Ayers**  
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Financial Planning Analyst  
**Julia Jim**  
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## Court Clerk Academy (306340)

		FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
<b>EXPENDITURE HISTORY BY GL ACCOUNT</b>						
GL Account No.	GL Description	Actual	Actual	Actual	Actual	BUDGET
<b>Salaries and Benefits</b>						
900301	Salaries - permanent, non-judicial personnel	231,362	260,918	-	118,113	164,525
900320	Lump sum payouts (vacation, sick leave cash outs)	1,887	-	-	-	-
900328	Other pay (on call, differentials, VSIP)	105	-	-	648	-
908301	Overtime	114	0	334	5,139	-
910302	Medicare	3,216	3,612	-	1,746	2,386
910501	Health insurance	45,077	49,118	-	21,099	31,140
910503	Retiree health benefits	6,233	9,728	-	4,365	5,759
910604	Retirement - non-judicial staff	56,165	61,307	-	38,199	53,139
913301	Unemployment insurance	628	707	-	-	-
913699	Other insurance (e.g. vision)	2,797	3,077	-	1,495	2,106
	<b>SUBTOTAL - Salaries and Benefits</b>	<b>347,583</b>	<b>388,467</b>	<b>334</b>	<b>190,804</b>	<b>259,055</b>
<b>Services and Supplies</b>						
920699	Office expense	-	-	-	-	1,500
921704	Special events / employee appreciation	-	-	-	-	20
	<b>SUBTOTAL - Services and Supplies</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,520</b>
	<b>TOTAL EXPENDITURES</b>	<b>347,583</b>	<b>388,467</b>	<b>334</b>	<b>190,804</b>	<b>260,575</b>

### STAFFING HISTORY BY CLASSIFICATION

Classification	Auth.		Auth.		Auth.		Auth.		Auth.	
	Positions	FTEs	Positions	FTEs	Positions	FTEs	Positions	FTEs	Positions	FTEs
Legal Processing Specialist II	1	0.5	-	-	-	-	-	-	-	-
Superior Court Clerk I	9	4.5	10	4.0	10	10.0	10	7.5	16	3.4
<b>TOTAL STAFFING</b>	<b>10</b>	<b>5.0</b>	<b>10</b>	<b>4.0</b>	<b>10</b>	<b>10.0</b>	<b>10</b>	<b>7.5</b>	<b>16</b>	<b>3.4</b>

# Alternate Defense (304220)

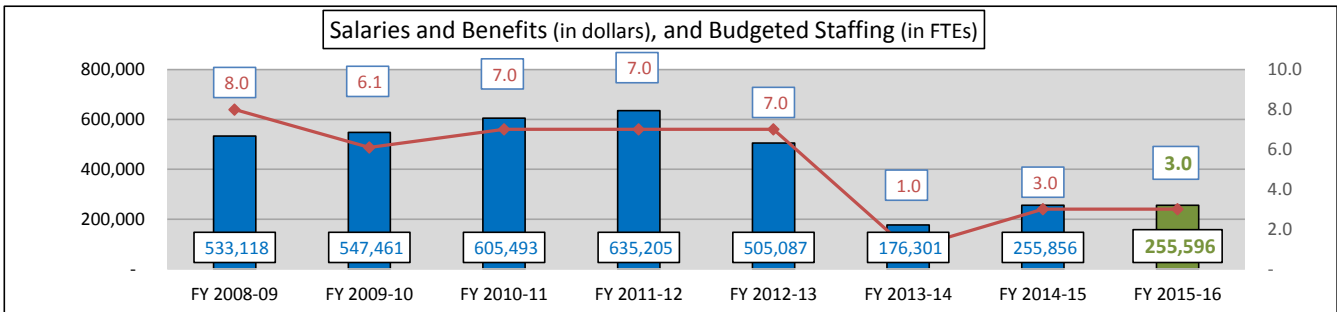
## Mission Statement

The Alternate Defense Services (ADS) program provides legal and ancillary services to qualifying minors, parents and indigent defendants in criminal proceedings, preserving judicial discretion and independent decision-making, while maintaining the highest standard of accountability for the use of public resources.

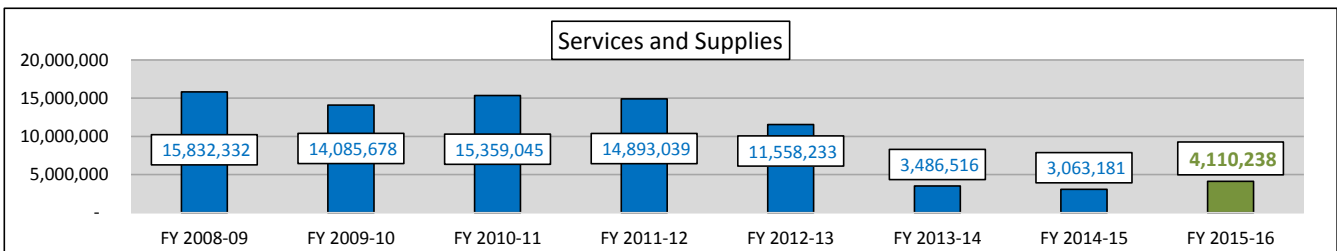
## FY 2015-16 Goals and Objectives

- » Conclude process reengineering efforts for appointment of counsel for indigent defendants in criminal proceedings inclusive of policies, procedures, quality controls, contracts, and efficient payment processing methods.
- » Begin and complete a process reengineering effort for investigative services approved for indigent defendants in criminal proceedings inclusive of policies, procedures, quality controls, and efficient payment processing methods.
- » Continue to explore technology options to streamline processes and improve practices.

## FY 2015-16 APPROVED BUDGET



There are no significant changes to the salaries and benefits budget in FY 2015-16.



There are no significant changes to the services and supplies budget in FY 2015-16. Decreases in the use of court appointed counsel and ancillary services in FY 2014-15 resulted in a lower services and supplies expenditure than originally budgeted.

Note: The Juvenile ADS budget was moved to cost center 306517 in FY 2013-14 and then to cost center 304221 in FY 2015-16.

## FY 2014-15 ACCOMPLISHMENTS

- » A business process reengineering effort was completed for the recruitment and appointment of mental health evaluators with updated procedures, and established contracts.
- » A full process evaluation was conducted for appointment of counsel for indigent defendants in criminal proceedings inclusive of policies, procedures, quality controls and efficient payment methods. Recommendations were submitted for approval and implementation in FY 2015-16.

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## Alternate Defense (304220)

		FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
<b>EXPENDITURE HISTORY BY GL ACCOUNT</b>						
GL Account No.	GL Description	Actual	Actual	Actual	Actual	BUDGET
<b>Salaries and Benefits</b>						
900301	Salaries - permanent, non-judicial personnel	432,155	321,132	107,486	150,128	165,801
900320	Lump sum payouts (vacation, sick leave cash outs)	3,162	28,506	-	19,713	-
900328	Other pay (on call, differentials, VSIP)	-	500	-	-	-
908301	Overtime	-	2,499	5,001	2,919	-
910302	Medicare	6,184	5,028	1,614	2,304	2,404
910401	Dental insurance	942	1,123	889	960	1,128
910501	Health insurance	59,993	46,352	20,267	19,397	20,363
910503	Retiree health benefits	11,405	12,221	4,261	5,301	5,803
910604	Retirement - non-judicial staff	110,961	78,816	31,261	49,789	54,978
912501	Workers' compensation	1,473	1,441	1,045	-	-
913301	Unemployment insurance	1,191	944	-	-	-
913501	Life insurance	146	172	174	126	108
913502	Long-term disability (LTD) insurance	312	352	207	203	239
913503	Accidental death and dismemberment (AD&D) insurance	23	20	17	18	24
913699	Other insurance (e.g. vision)	3,758	2,481	581	1,205	1,248
913899	Other benefits (tuition reimb., OBP, parking)	3,500	3,500	3,500	3,792	3,500
<b>SUBTOTAL - Salaries and Benefits</b>		<b>635,205</b>	<b>505,087</b>	<b>176,301</b>	<b>255,856</b>	<b>255,596</b>
<b>Services and Supplies</b>						
920699	Office expense	36	51	51	-	500
921599	Advertising expense	49	-	817	-	-
922699	Equipment - under \$5,000	169	-	-	-	-
924599	Printing	-	-	-	91	-
926199	Postage	-	-	39	-	-
929210	Private car mileage	266	34	-	96	300
938701	Court transcripts	11,367	10,878	4,440	11,307	10,000
938801	CAC - dependency (children)	2,851,842	2,647,327	-	-	-
938802	CAC - dependency (parents)	5,375,810	3,930,681	40,702	(450)	-
938899	CAC - criminal	4,161,741	2,829,491	2,572,528	2,222,194	2,879,438
938901	Investigative services	363,613	320,062	228,912	225,347	300,000
939002	Psychiatric evaluations	282,292	231,967	123,625	126,155	200,000
939003	Court-ordered professional services	153,426	98,363	58,687	-	250,000
939009	Expert witness	18,250	9,850	15,278	-	-
939014	Expert witness - forensic	156,764	174,295	98,861	92,925	150,000
939412	CAC - delinquency	1,022,295	1,023,287	-	-	-
939413	CAC - family law	315,614	242,093	336,402	352,961	300,000
939414	CAC - probate	2,713	39,854	6,173	32,555	20,000
971002	Interest expense	176,794	-	-	-	-
<b>SUBTOTAL - Services and Supplies</b>		<b>14,893,039</b>	<b>11,558,233</b>	<b>3,486,516</b>	<b>3,063,181</b>	<b>4,110,238</b>
<b>TOTAL EXPENDITURES</b>		<b>15,528,244</b>	<b>12,063,320</b>	<b>3,662,817</b>	<b>3,319,036</b>	<b>4,365,834</b>

### STAFFING HISTORY BY CLASSIFICATION

Classification	Auth.		Auth.		Auth.		Auth.		Auth.	
	Positions	FTEs	Positions	FTEs	Positions	FTEs	Positions	FTEs	Positions	FTEs
Accounting Office Supervisor	1	1.0	1	1.0	-	-	-	-	-	-
Administrative Analyst I	-	-	-	-	-	-	1	1.0	1	1.0
Legal Processing Specialist I	-	-	-	-	-	-	1	1.0	-	-
Legal Processing Specialist II	-	-	-	-	-	-	1	1.0	2	2.0
Office Specialist	1	1.0	1	1.0	-	-	-	-	-	-
Senior Accounting Assistant	4	4.0	4	4.0	-	-	-	-	-	-
Senior Administrative Analyst	1	1.0	1	1.0	1	1.0	-	-	-	-
<b>TOTAL STAFFING</b>	<b>7</b>	<b>7.0</b>	<b>7</b>	<b>7.0</b>	<b>1</b>	<b>1.0</b>	<b>3</b>	<b>3.0</b>	<b>3</b>	<b>3.0</b>

# Collaborative Courts (306200)

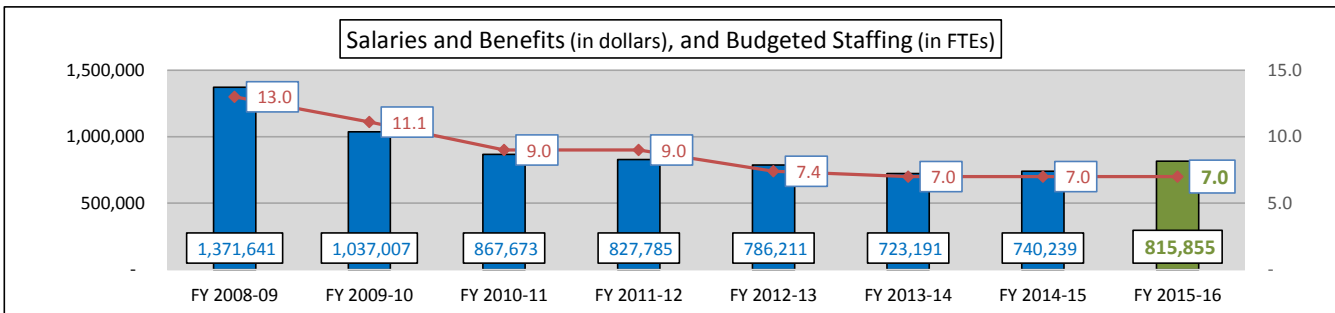
## Mission Statement

The mission of the Collaborative Courts is to enhance the quality of justice and service to the public by providing alternatives to traditional court processes and sentencing options so as to increase public safety, reduce recidivism, and promote cost savings.

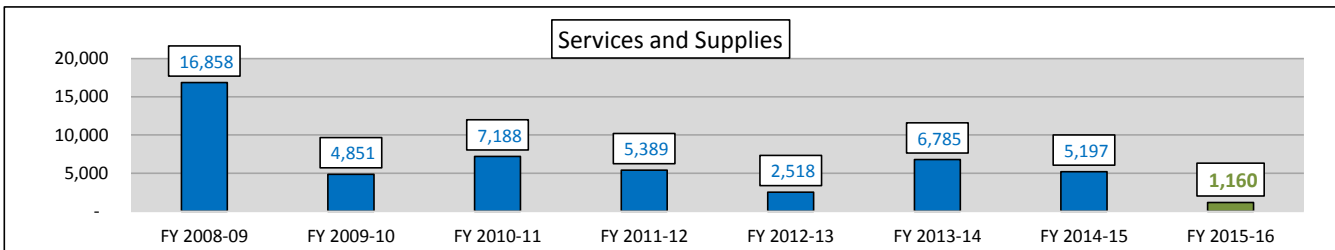
## FY 2015-16 Goals and Objectives

- » Increase public safety
- » Reduce recidivism
- » Promote cost savings

## FY 2015-16 APPROVED BUDGET



There are no significant changes to the salaries and benefits budget in FY 2015-16.



There are no significant changes to the services and supplies budget in FY 2015-16.

## FY 2014-15 ACCOMPLISHMENTS

- » A significant reduction in recidivism was achieved for military service veterans and other offenders who are addicted, suffering from mental illness, or are homeless.
- » The Homeless Outreach Court was expanded to a site in North Orange County.
- » The Community Court was named as mentor site by the Center for Court Innovation, in partnership with the Bureau of Justice Assistance.
- » The Community Court, the Veterans Mentor Court, and the DUI Academy Court hosted visits from dozens of jurists and criminal justice partners from around the country.

Court Operations Manager

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## Collaborative Courts (306200)

		FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
<b>EXPENDITURE HISTORY BY GL ACCOUNT</b>						
GL Account No.	GL Description	Actual	Actual	Actual	Actual	BUDGET
<b>Salaries and Benefits</b>						
900301	Salaries - permanent, non-judicial personnel	557,050	556,194	487,935	495,397	551,219
900320	Lump sum payouts (vacation, sick leave cash outs)	32,218	3,783	-	1,892	-
900328	Other pay (on call, differentials, VSIP)	6,129	1,569	-	-	-
908301	Overtime	4,783	1,287	22,935	7,334	-
910302	Medicare	5,860	5,865	5,003	4,998	7,992
910401	Dental insurance	976	1,138	911	1,002	1,128
910501	Health insurance	52,195	50,153	42,264	42,035	48,340
910503	Retiree health benefits	15,965	21,920	19,387	17,703	19,294
910604	Retirement - non-judicial staff	143,209	134,957	138,306	162,543	180,152
913301	Unemployment insurance	1,603	1,478	-	-	-
913501	Life insurance	147	183	177	144	108
913502	Long-term disability (LTD) insurance	304	338	271	305	354
913503	Accidental death and dismemberment (AD&D) insurance	23	22	17	19	24
913699	Other insurance (e.g. vision)	3,823	3,825	3,389	3,366	3,744
913899	Other benefits (tuition reimb., OBP, parking)	3,500	3,500	2,595	3,500	3,500
	<b>SUBTOTAL - Salaries and Benefits</b>	<b>827,785</b>	<b>786,211</b>	<b>723,191</b>	<b>740,239</b>	<b>815,855</b>
<b>Services and Supplies</b>						
920299	Laboratory expense	-	-	-	92	-
920699	Office expense	2,836	673	1,800	4,438	-
921702	Meals / food	5	-	157	287	-
921704	Special events / employee appreciation	-	8	-	35	35
922399	Library purchases and subscriptions	-	-	17	-	-
922611	Equipment - computers	60	-	-	-	-
924599	Printing	1,104	1,746	945	197	1,000
926199	Postage	113	-	-	-	-
929210	Private car mileage	613	62	-	16	125
929299	Travel - in-state	302	28	147	132	-
931101	Travel - out-of-state	319	-	3,695	-	-
933101	Tuition and registration fees	-	-	25	-	-
935499	Maintenance and supplies	37	-	-	-	-
	<b>SUBTOTAL - Services and Supplies</b>	<b>5,389</b>	<b>2,518</b>	<b>6,785</b>	<b>5,197</b>	<b>1,160</b>
	<b>TOTAL EXPENDITURES</b>	<b>833,174</b>	<b>788,729</b>	<b>729,976</b>	<b>745,436</b>	<b>817,015</b>

### STAFFING HISTORY BY CLASSIFICATION

Classification	Auth.		Auth.		Auth.		Auth.		Auth.	
	Positions	FTEs	Positions	FTEs	Positions	FTEs	Positions	FTEs	Positions	FTEs
Administrative Analyst II	1	1.0	-	-	-	-	-	-	-	-
Collaborative Court Coordinator	6	6.0	6	6.0	5	5.0	5	5.0	5	5.0
Senior Administrative Analyst	-	-	1	1.0	1	1.0	1	1.0	1	1.0
Staff Assistant	1	1.0	1	0.4	1	1.0	1	1.0	1	1.0
Superior Court Manager	1	1.0	-	-	-	-	-	-	-	-
<b>TOTAL STAFFING</b>	<b>9</b>	<b>9.0</b>	<b>8</b>	<b>7.4</b>	<b>7</b>	<b>7.0</b>	<b>7</b>	<b>7.0</b>	<b>7</b>	<b>7.0</b>

# Criminal and Traffic Operations (306411)

## Mission Statement

The mission of Criminal and Traffic Operations is to strive towards excellence in the areas of internal and external customer service by managing the integrity of the Court's criminal and traffic case files and by using efficient and effective business practices in compliance with applicable regulations and policies.

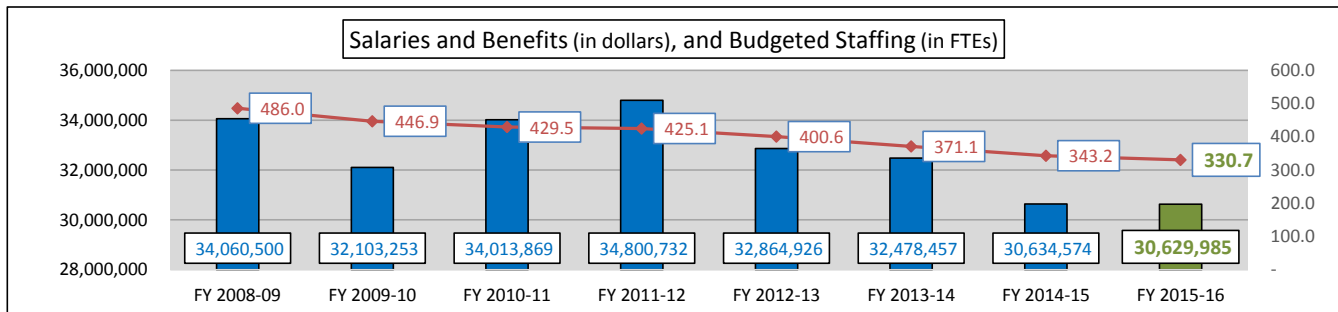
## FY 2015-16 Goals and Objectives

- » Continue to assess the impact of new legislation and modify calendar models and court practices accordingly.
- » Continue to explore customer service improvements by implementing options such as the customer service kiosk and expansion of IVR and Web services.
- » Continue to develop and support the professional development of court staff and maintain them engaged and aligned with the Court's strategic goals.
- » Improve quality of work by focusing on data integrity, case management system enhancements, and processing time improvements.

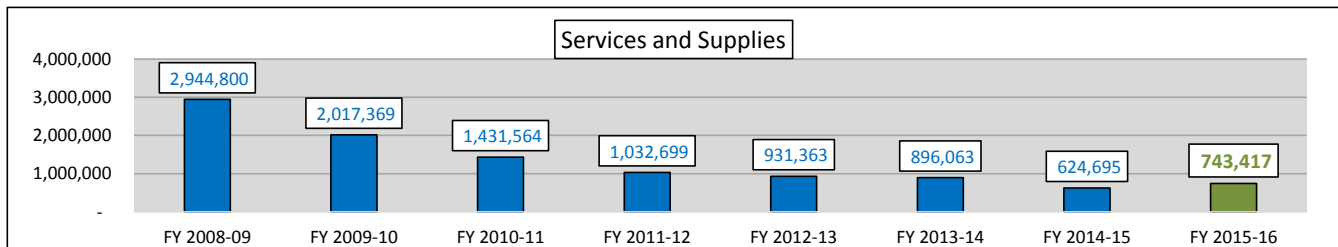
## Performance Measures

- » Reduce processing backlog in three non-compliance reports.

## FY 2015-16 APPROVED BUDGET



Staffing decreases in FY 2015-16 are due primarily to the transfer of the Protective Order Unit--a total of 9.0 FTEs--to the Family Law cost center (306514). Other staffing decreases include the transfer of 3.0 Legal Processing Specialist II to the Records and Exhibits Management cost center (306330) to provide dedicated staff for the scanning of documents as well as quality assurance (QA) activities to ensure electronic images are readable and the files are complete.



The services and supplies increase in FY 2015-16 is related to expected cost increases for the printing and mailing of traffic citation courtesy notices. In FY 2014-15, decreases in equipment maintenance and repairs resulted in a lower services and supplies expenditure than originally budgeted.

## FY 2014-15 ACCOMPLISHMENTS

Criminal and Traffic Operations implemented several programs and procedure improvements during FY 2013-14 and maximized the use of technology to improve business practices. Technology improvements required the imaging of thousands of documents and included the implementation of: electronic case files (Electronic Criminal Environment), electronic issuance of warrants (eWarrants), enhancements to the District Attorney Interface (DAI), new data exchanges (OneOC) and expansion of electronic citations (eCitation). As a result of efficiencies gained, staff were reallocated to support other areas of the Court.

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Financial Planning Analyst  
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## Criminal and Traffic Operations (306411)

		FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
EXPENDITURE HISTORY BY GL ACCOUNT						
GL Account No.	GL Description	Actual	Actual	Actual	Actual	BUDGET
<b>Salaries and Benefits</b>						
900301	Salaries - permanent, non-judicial personnel	23,220,826	22,277,827	20,415,768	19,178,274	19,668,416
900320	Lump sum payouts (vacation, sick leave cash outs)	226,704	177,482	133,607	91,004	-
900328	Other pay (on call, differentials, VSIP)	79,313	202,547	73,695	73,176	42,008
903301	Extra help	851,660	(288)	2,366	1,040	15,994
908301	Overtime	94,216	47,587	1,382,183	683,895	75,651
910302	Medicare	310,475	289,575	282,214	258,215	285,836
910401	Dental insurance	14,786	17,835	16,257	14,786	16,920
910501	Health insurance	3,280,366	3,363,796	3,337,416	3,125,247	3,189,997
910503	Retiree health benefits	610,119	852,817	813,034	687,962	689,856
910604	Retirement - non-judicial staff	5,725,937	5,284,765	5,758,175	6,263,079	6,388,794
912501	Workers' compensation	-	-	53	-	-
913301	Unemployment insurance	66,289	59,029	-	-	-
913501	Life insurance	2,321	2,876	3,161	2,193	1,620
913502	Long-term disability (LTD) insurance	4,430	5,197	4,723	4,607	5,013
913503	Accidental death and dismemberment (AD&D) insurance	361	338	304	290	360
913699	Other insurance (e.g. vision)	254,888	227,542	205,916	193,845	197,020
913899	Other benefits (tuition reimb., OBP, parking)	58,042	56,000	49,583	56,963	52,500
<b>SUBTOTAL - Salaries and Benefits</b>		<b>34,800,732</b>	<b>32,864,926</b>	<b>32,478,457</b>	<b>30,634,574</b>	<b>30,629,985</b>
<b>Services and Supplies</b>						
920599	Dues and memberships	180	-	300	115	-
920699	Office expense	1,375	1,497	2,299	1,935	3,600
921702	Meals / food	4,053	-	-	-	-
921704	Special events / employee appreciation	-	3,396	1,551	2,009	1,735
922611	Equipment - computers	-	-	-	173	-
922699	Equipment - under \$5,000	-	-	18,844	-	-
922899	Equipment - maintenance and repairs	14,153	20,429	26,815	5,475	22,832
923999	General expense - service	-	-	2,449	-	-
924599	Printing	165,038	132,540	116,060	51,860	77,500
925101	Telecommunications	-	-	3,709	-	-
926199	Postage	153,083	139,258	135,576	129,307	171,750
929210	Private car mileage	15,025	11,425	32,332	15,467	15,000
929299	Travel - in-state	1,295	976	115	1,049	-
931101	Travel - out-of-state	(474)	-	3,879	1,473	-
933101	Tuition and registration fees	-	75	2,235	2,339	-
938201	Consulting services - temporary help	19,576	26,574	16,020	-	-
938401	General consultant and professional services	659,396	595,194	533,878	401,634	436,000
939003	Court-ordered professional services	-	-	-	10,350	12,000
943301	IT - commercial contracts	-	-	-	-	3,000
945301	Major equipment - non-IT	(1)	-	-	-	-
999910	Prior year expense adjustments	-	-	-	1,510	-
<b>SUBTOTAL - Services and Supplies</b>		<b>1,032,699</b>	<b>931,363</b>	<b>896,063</b>	<b>624,695</b>	<b>743,417</b>
<b>TOTAL EXPENDITURES</b>		<b>35,833,430</b>	<b>33,796,290</b>	<b>33,374,520</b>	<b>31,259,270</b>	<b>31,373,402</b>

### STAFFING HISTORY BY CLASSIFICATION

Classification	Auth.		Auth.		Auth.		Auth.		Auth.	
	Positions	FTEs	Positions	FTEs	Positions	FTEs	Positions	FTEs	Positions	FTEs
Administrative Analyst II	2	2.0	1	1.0	1	1.0	3	2.8	2	2.0
Administrative Assistant I	2	2.0	1	1.0	-	-	-	-	-	-
Administrative Assistant II	3	3.0	4	4.0	4	4.0	4	4.0	4	3.8
Court Operations Manager I	1	1.0	2	2.0	-	-	-	-	3	3.0
Court Operations Manager II	9	9.0	9	9.0	10	10.0	8	8.0	6	6.0
Court Operations Manager III	4	4.0	4	4.0	4	4.0	4	4.0	3	3.0
Court Supervisor II	1	1.0	1	0.3	-	-	-	-	-	-
Courtroom Operations Supervisor	11	11.0	11	11.0	12	12.0	13	12.8	12	12.0
Data Entry Specialist	1	1.0	1	1.0	1	1.0	1	1.0	-	-
Judicial Assistant	6	6.0	4	4.0	-	-	1	1.0	-	-
Legal Processing Specialist I	22	21.0	6	5.7	1	1.0	2	2.0	16	16.0
Legal Processing Specialist II	170	167.5	169	165.2	155	152.3	136	133.5	110	109.2
Legal Processing Supervisor	21	21.0	18	18.0	16	16.0	16	16.0	14	14.0
Office Assistant	8	8.0	7	7.0	6	6.0	3	3.0	3	3.0
Office Specialist	2	2.0	2	2.0	1	1.0	-	-	-	-
Principal Administrative Analyst	-	-	-	-	-	-	-	-	1	1.0
Program Coordinator/Specialist	8	8.0	9	8.3	8	8.0	6	6.0	7	7.0
Senior Administrative Analyst	1	1.0	1	1.0	-	-	-	-	-	-
Superior Court Clerk I	10	9.8	15	15.0	12	12.0	-	-	10	10.0
Superior Court Clerk II	80	78.8	69	68.8	73	72.8	81	81.0	60	60.0
Superior Court Clerk III	64	63.0	68	68.0	66	66.0	67	65.3	79	77.7
Training and Procedure Specialist	5	5.0	5	4.3	4	4.0	3	2.9	3	3.0
<b>TOTAL STAFFING</b>	<b>431</b>	<b>425.1</b>	<b>407</b>	<b>400.6</b>	<b>374</b>	<b>371.1</b>	<b>348</b>	<b>343.2</b>	<b>333</b>	<b>330.7</b>

# Detention Release (306413)

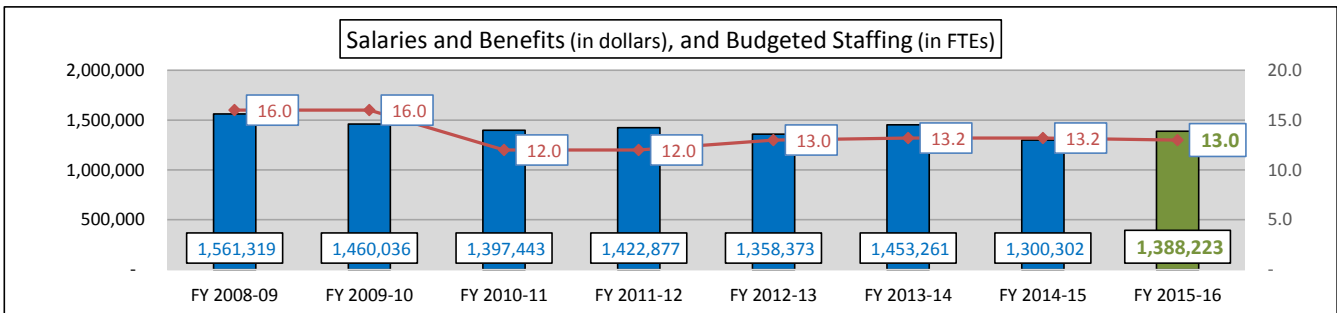
## Mission Statement

The purpose of the Detention Release Program is to recommend whether a defendant arrested for a felony offense is eligible to be released on his or her recognizance or is to be held on bail prior to their arraignment in court. Pursuant to PC 1318.1, the costs of the Detention Release Program is a proper charge against the County. It is also not an allowable use of court funds per California Rule of Court 10.810.

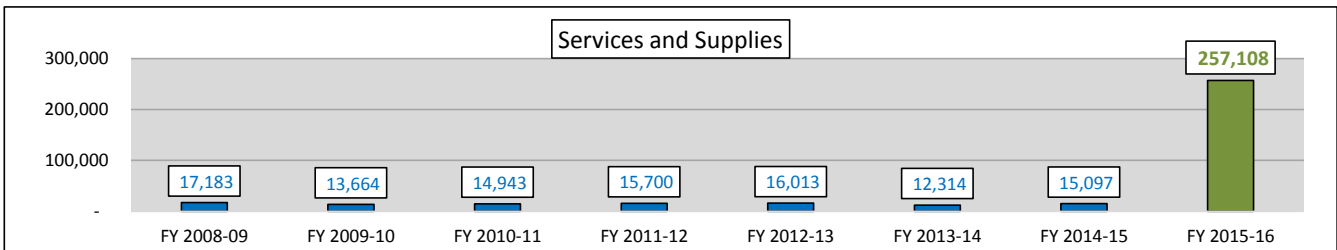
## FY 2015-16 Goals and Objectives

- » Restore proper staffing levels to the unit through workforce recruitments.
- » Support the professional development of court staff to enhance the pre-trial service provided to judicial officers.
- » Improve quality and streamline practices to achieve efficiencies.
- » Increase credibility through benchmarking today and reallocating staff to support the fluctuations in work.

## FY 2015-16 APPROVED BUDGET



The budgeted staffing decrease is due to the end of the 0.2 FTE Administrative Analyst temporary assignment.



The change in the services and supplies budget in FY 2015-16 is due to an increase in funding allocation.

## FY 2014-15 ACCOMPLISHMENTS

- » Implemented new and improved procedures to ensure compliance with statute
- » Updated relevant training and reference materials
- » Coverage plan was restructured to achieve resource efficiencies while continuing to provide exceptional pre-trial services

Operations Director  
**Nora Sanchez**  
 (657) 622-7399

Financial Planning Analyst  
**Julia Jim**  
 (657) 622-7875

## Detention Release (306413)

		FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
<b>EXPENDITURE HISTORY BY GL ACCOUNT</b>						
GL Account No.	GL Description	Actual	Actual	Actual	Actual	BUDGET
<b>Salaries and Benefits</b>						
900301	Salaries - permanent, non-judicial personnel	854,520	838,800	878,306	698,448	877,391
900320	Lump sum payouts (vacation, sick leave cash outs)	26,548	37,659	3,824	24,138	-
900328	Other pay (on call, differentials, VSIP)	34,214	30,849	29,164	23,792	29,858
903301	Extra help	118,436	69,168	67,065	129,768	-
908301	Overtime	25,762	25,771	57,560	53,445	24,904
910302	Medicare	15,239	14,400	14,825	13,334	12,791
910401	Dental insurance	942	727	707	761	1,128
910501	Health insurance	90,965	91,143	101,065	83,776	113,189
910503	Retiree health benefits	23,243	32,993	35,913	26,137	30,878
910604	Retirement - non-judicial staff	218,186	206,208	252,308	235,221	286,673
913301	Unemployment insurance	2,856	2,613	-	-	-
913501	Life insurance	146	100	147	104	108
913502	Long-term disability (LTD) insurance	271	193	217	225	291
913503	Accidental death and dismemberment (AD&D) insurance	23	13	14	16	24
913699	Other insurance (e.g. vision)	8,029	7,737	8,061	7,055	7,488
913899	Other benefits (tuition reimb., OBP, parking)	3,500	-	4,083	4,083	3,500
<b>SUBTOTAL - Salaries and Benefits</b>		<b>1,422,877</b>	<b>1,358,373</b>	<b>1,453,261</b>	<b>1,300,302</b>	<b>1,388,223</b>
<b>Services and Supplies</b>						
920622	Copy paper	-	-	-	173	1,500
920699	Office expense	1,069	2,751	4,451	2,251	236,458
921702	Meals / food	100	-	-	-	-
921704	Special events / employee appreciation	-	80	-	-	-
922399	Library purchases and subscriptions	-	78	-	-	200
922603	Equipment - office furniture	-	-	992	4,049	4,000
922611	Equipment - computers	-	-	-	4,290	4,350
922612	Equipment - printers	-	-	-	1,170	2,000
922699	Equipment - under \$5,000	-	-	-	1,453	3,000
922899	Equipment - maintenance and repairs	248	213	164	60	300
924599	Printing	1,018	-	828	520	1,500
929210	Private car mileage	13,266	12,891	5,878	86	1,000
929299	Travel - in-state	-	-	-	911	2,050
933101	Tuition and registration fees	-	-	-	135	750
<b>SUBTOTAL - Services and Supplies</b>		<b>15,700</b>	<b>16,013</b>	<b>12,314</b>	<b>15,097</b>	<b>257,108</b>
<b>TOTAL EXPENDITURES</b>		<b>1,438,578</b>	<b>1,374,387</b>	<b>1,465,574</b>	<b>1,315,399</b>	<b>1,645,331</b>

### STAFFING HISTORY BY CLASSIFICATION

Classification	Auth.		Auth.		Auth.		Auth.		Auth.	
	Positions	FTEs	Positions	FTEs	Positions	FTEs	Positions	FTEs	Positions	FTEs
Detention Release Manager	1	1.0	1	1.0	-	-	-	-	-	-
Detention Release Officer	8	8.0	9	9.0	10	10.0	10	10.0	10	10.0
Office Specialist	1	1.0	1	1.0	1	1.0	1	1.0	1	1.0
Pre-Trial Services Program Office	-	-	-	-	-	-	1	1.0	1	1.0
Senior Detention Release Officer	2	2.0	2	2.0	1	1.0	1	1.0	1	1.0
Supervising Detention Release Officer	-	-	-	-	1	1.0	-	-	-	-
<b>TOTAL STAFFING</b>	<b>12</b>	<b>12.0</b>	<b>13</b>	<b>13.0</b>	<b>13</b>	<b>13.2</b>	<b>13</b>	<b>13.2</b>	<b>13</b>	<b>13.0</b>

# Civil Operations (306311)

## Mission Statement

The Civil Division is a large, diverse unit of the Court consisting of 175 full time equivalent positions, supporting 32 judicial officers and responsible for the annual filing of 65,000 new cases each fiscal year. The mission of the Civil Division is to ensure the efficient management of court resources and provide the judicial officers and members of the public timely and accurate court services.

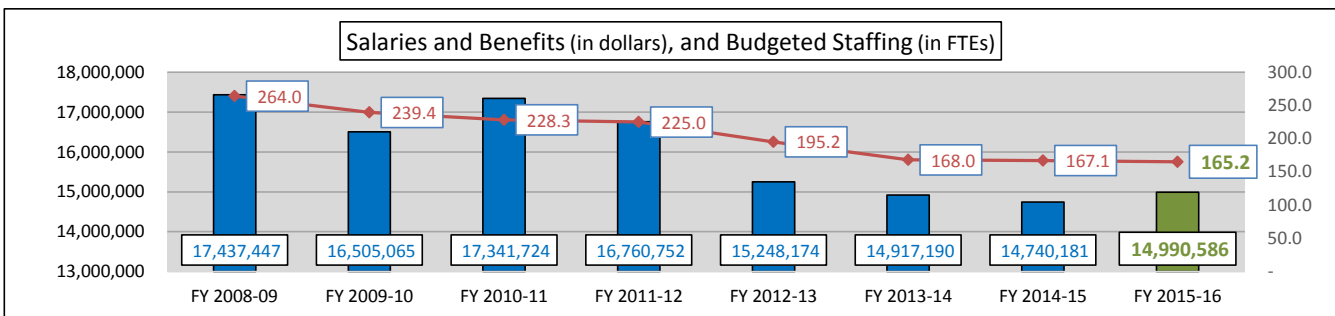
## FY 2015-16 Goals and Objectives

- » Develop and implement Electronic Service program and automation of Trailing Trial List.
- » Develop a variety of informational materials such as brochures, checklist, news blast to educate court users on eFiling requirements in an effort to reduce rejections and error rates.
- » Continue to evaluate unit work activities to improve decision making and quality of service.
- » Encourage and support the professional development of court staff to enhance the service to the Bench and the public.

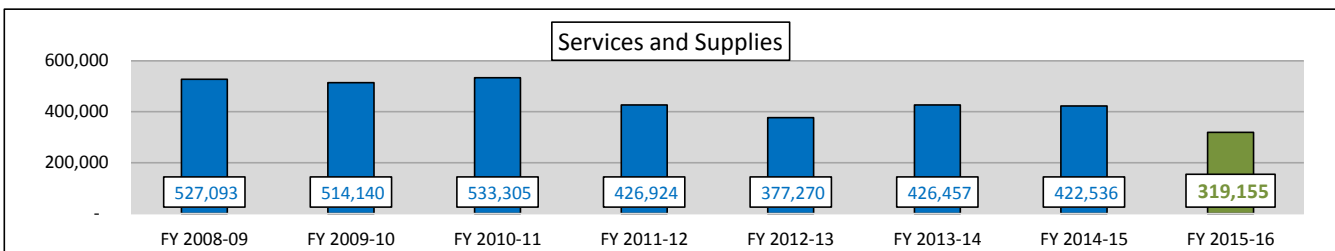
## Performance Measures

- » Time from entering queue to getting filing(s) completed.

## FY 2015-16 APPROVED BUDGET



Budgeted staffing changes are due to the addition of 2.8 FTEs for the new Analyst Unit, the transfer of positions to the Records and Exhibits Management cost center (306330), the transfer of positions to the appellate unit in the Probate and Mental Health cost center (306512), and the change in the method used for calculating salary savings.



The FY 2015-16 services and supplies reduction is due to the transfer of court transcript costs to the Probate and Mental Health cost center (306512).

## FY 2014-15 ACCOMPLISHMENTS

- » Implemented Electronic Court Orders
- » Implemented Court Reporter Pooling Program
- » Audited Active Bench Warrants and performed necessary corrections and updates
- » Launched five Business Intelligence Reports for Limited Civil and Small Claims cases
- » Launched Appellate Website and automation of Record on Appeal

Court Operations Manager  
**Vicky Brizuela**  
 (657) 622-7555

Financial Planning Analyst  
**Julia Jim**  
 (657) 622-7875

## Civil Operations (306311)

		FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
<b>EXPENDITURE HISTORY BY GL ACCOUNT</b>						
GL Account No.	GL Description	Actual	Actual	Actual	Actual	BUDGET
<b>Salaries and Benefits</b>						
900301	Salaries - permanent, non-judicial personnel	11,336,890	10,212,794	9,445,100	9,308,904	9,581,906
900320	Lump sum payouts (vacation, sick leave cash outs)	113,624	157,910	51,803	31,622	-
900328	Other pay (on call, differentials, VSIP)	36,634	153,993	12,210	11,256	7,266
903301	Extra help	206,744	-	975	1,597	6,986
908301	Overtime	36,653	18,499	493,351	158,096	27,975
910302	Medicare	137,897	125,451	120,447	114,931	139,057
910401	Dental insurance	7,102	6,773	6,719	8,005	9,926
910501	Health insurance	1,616,909	1,618,905	1,634,289	1,615,598	1,647,361
910503	Retiree health benefits	297,805	388,358	375,336	333,039	335,619
910604	Retirement - non-judicial staff	2,782,085	2,405,963	2,653,533	3,031,510	3,101,921
913301	Unemployment insurance	31,753	27,339	-	-	-
913501	Life insurance	1,096	1,060	1,309	1,055	950
913502	Long-term disability (LTD) insurance	2,081	1,969	1,982	2,377	2,999
913503	Accidental death and dismemberment (AD&D) insurance	170	128	126	152	211
913699	Other insurance (e.g. vision)	125,310	108,032	99,010	96,954	97,609
913899	Other benefits (tuition reimb., OBP, parking)	28,000	21,000	21,000	25,083	30,800
<b>SUBTOTAL - Salaries and Benefits</b>		<b>16,760,752</b>	<b>15,248,174</b>	<b>14,917,190</b>	<b>14,740,181</b>	<b>14,990,586</b>

<b>Services and Supplies</b>						
920599	Dues and memberships	-	-	100	100	-
920699	Office expense	4,651	4,275	2,513	1,056	3,125
921599	Advertising expense	81	-	-	-	100
921702	Meals / food	1,187	-	-	-	-
921704	Special events / employee appreciation	-	1,261	420	726	830
924599	Printing	23,311	21,006	18,811	17,242	25,000
926199	Postage	44,738	46,319	40,328	38,155	50,000
929210	Private car mileage	4,345	1,057	6,481	2,642	6,000
929299	Travel - in-state	-	157	688	661	-
931101	Travel - out-of-state	1,342	-	1,977	588	-
933101	Tuition and registration fees	1,500	-	1,175	1,459	-
938201	Consulting services - temporary help	13,817	-	-	-	-
938401	General consultant and professional services	43,115	52,920	55,373	64,207	75,000
938701	Court transcripts	106,292	98,602	150,149	162,052	-
939102	Civil arbitration fee	4,050	1,800	1,050	750	1,100
939420	Small claims advisory service	155,000	130,000	130,000	115,714	130,000
941101	Sheriff - reimbursement - AB 2030 / AB 2695	22,400	19,565	16,240	16,640	25,000
952002	Uniforms	1,095	306	-	-	-
952099	Uniform allowance	-	-	1,151	543	3,000
<b>SUBTOTAL - Services and Supplies</b>		<b>426,924</b>	<b>377,270</b>	<b>426,457</b>	<b>422,536</b>	<b>319,155</b>
<b>TOTAL EXPENDITURES</b>		<b>17,187,676</b>	<b>15,625,444</b>	<b>15,343,647</b>	<b>15,162,717</b>	<b>15,309,741</b>

### STAFFING HISTORY BY CLASSIFICATION

Classification	Auth.		Auth.		Auth.		Auth.		Auth.	
	Positions	FTEs	Positions	FTEs	Positions	FTEs	Positions	FTEs	Positions	FTEs
Administrative Analyst II	2	2.0	-	-	-	-	-	-	1	1.0
Administrative Assistant II	1	1.0	1	1.0	1	1.0	1	1.0	1	1.0
Court Attendant	28	28.0	29	28.3	30	30.0	27	26.8	25	25.0
Court Attendant Trainee	6	6.0	3	3.0	-	-	2	2.0	4	4.0
Court Operations Manager I	2	2.0	1	1.0	-	-	-	-	1	1.0
Court Operations Manager II	4	4.0	4	4.0	4	4.0	5	5.0	3	3.0
Court Operations Manager III	1	1.0	3	2.3	1	1.0	1	1.0	2	2.0
Courtroom Operations Supervisor	7	7.0	8	8.0	7	7.0	7	7.0	8	8.0
Legal Processing Specialist I	7	6.0	2	2.0	-	-	-	-	5	5.0
Legal Processing Specialist II	88	86.0	77	73.0	63	62.0	63	61.8	54	53.4
Legal Processing Supervisor	10	10.0	7	7.0	4	4.0	4	4.0	3	3.0
Office Assistant	6	5.0	5	4.3	3	3.0	3	2.8	3	3.0
Paralegal - Family Law Facilitator	1	1.0	-	-	-	-	-	-	-	-
Program Coordinator/Specialist	3	3.0	3	3.0	4	4.0	4	4.0	5	5.0
Senior Administrative Analyst	-	-	-	-	-	-	-	-	2	1.8
Staff Development Specialist	-	-	1	1.0	-	-	-	-	-	-
Superior Court Clerk I	3	3.0	2	2.0	2	2.0	-	-	-	-
Superior Court Clerk II	20	20.0	17	17.0	17	17.0	21	21.0	16	16.0
Superior Court Clerk III	34	34.0	33	33.0	28	28.0	26	25.8	28	28.0
Training and Procedure Specialist	7	6.0	5	5.3	5	5.0	5	5.0	5	5.0
<b>TOTAL STAFFING</b>	<b>230</b>	<b>225.0</b>	<b>201</b>	<b>195.2</b>	<b>169</b>	<b>168.0</b>	<b>169</b>	<b>167.1</b>	<b>166</b>	<b>165.2</b>

# Complex Civil (306321)

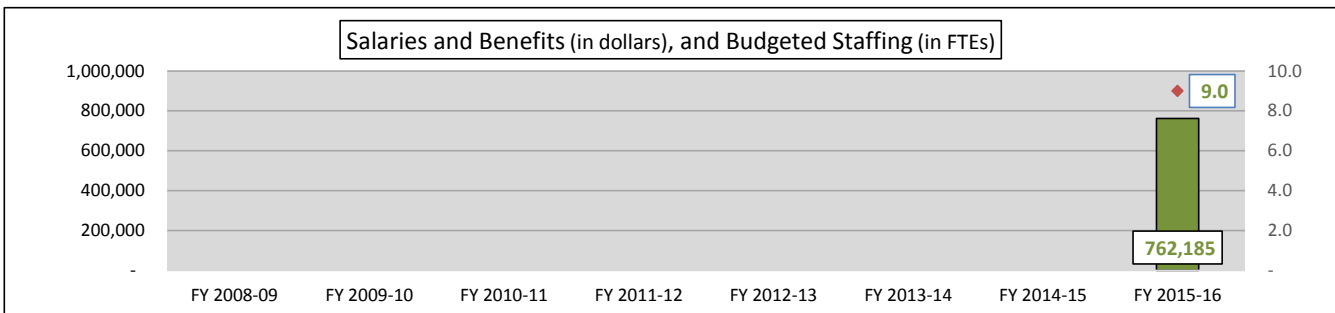
## Mission Statement

Complex cases are classified as those that require unusual amounts of time because of intricate issues or numerous parties and claims. They typically place great strain on courts and sometimes take years to be resolved. The mission is to expedite complex civil litigation cases.

## FY 2015-16 Goals and Objectives

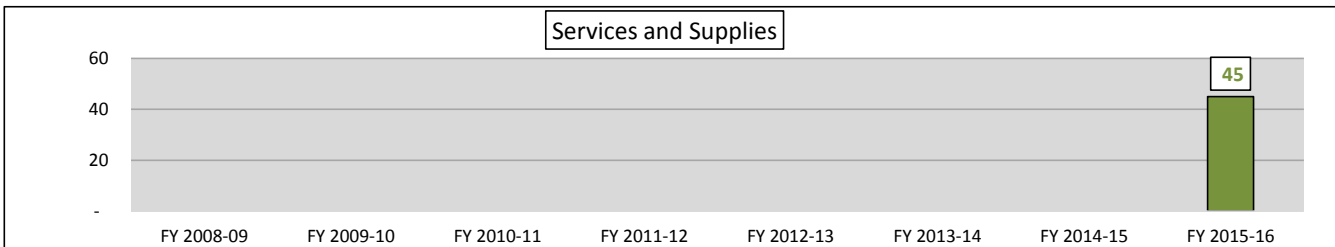
- » Improving processing of cases, assuring effective, consistent, and efficient daily operations, which includes separate calendaring of complex cases and the assignment of judges with expertise in such cases.
- » Technological enhancements and consistencies in levels of staffing will aid in effective adoption of improvements as follows:
  - Expedient/timely customer service in improved e-filing efficiencies with a goal of all documents being processed within 72 hours.
  - Implement electronic service to allow for improved timeliness of notice and/or mailing of court documents. Through electronic service, increase internal efficiencies in both courtroom and case processing to produce positive impact on staff workload and workflow.
  - Implementation of video conference services being available in the courtroom for appearance of parties during calendar call.

## FY 2015-16 APPROVED BUDGET



There are no significant changes to the salaries and benefits budget in FY 2015-16.

Note: This is a new cost center, as Complex Civil Litigation was a grant-funded program in the past. 1.0 FTE Legal Research Attorney was moved to Legal Research (302250).



With the exception of employee appreciation fund, there is no services and supplies budget in FY 2015-16.

## FY 2014-15 ACCOMPLISHMENTS

- » Piloted Electronic Service of designated court documents/forms
- » Implemented electronic court orders
- » Implemented Court Reporter Pooling program
- » Piloted Video Court Call

Court Operations Manager

**Debbie Kruse**  
(657) 622-7858

Financial Planning Analyst

**Julia Jim**  
(657) 622-7875



## Complex Civil (306321)

		FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
<b>EXPENDITURE HISTORY BY GL ACCOUNT</b>						
GL Account No.	GL Description	Actual	Actual	Actual	Actual	BUDGET
<b>Salaries and Benefits</b>						
900301	Salaries - permanent, non-judicial personnel	-	-	-	-	478,507
910302	Medicare	-	-	-	-	6,938
910501	Health insurance	-	-	-	-	99,815
910503	Retiree health benefits	-	-	-	-	16,749
910604	Retirement - non-judicial staff	-	-	-	-	154,560
913699	Other insurance (e.g. vision)	-	-	-	-	5,616
	<b>SUBTOTAL - Salaries and Benefits</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>762,185</b>
<b>Services and Supplies</b>						
921704	Special events / employee appreciation	-	-	-	-	45
	<b>SUBTOTAL - Services and Supplies</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>45</b>
	<b>TOTAL EXPENDITURES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>762,230</b>

### STAFFING HISTORY BY CLASSIFICATION

Classification	Auth.		Auth.		Auth.		Auth.		Auth.	
	Positions	FTEs	Positions	FTEs	Positions	FTEs	Positions	FTEs	Positions	FTEs
Court Attendant	-	-	-	-	-	-	-	-	3	3.0
Courtroom Operations Supervisor	-	-	-	-	-	-	-	-	1	1.0
Legal Processing Specialist II	-	-	-	-	-	-	-	-	3	3.0
Office Assistant	-	-	-	-	-	-	-	-	1	1.0
Superior Court Clerk III	-	-	-	-	-	-	-	-	1	1.0
<b>TOTAL STAFFING</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>9</b>	<b>9.0</b>

# Probate and Mental Health (306512)

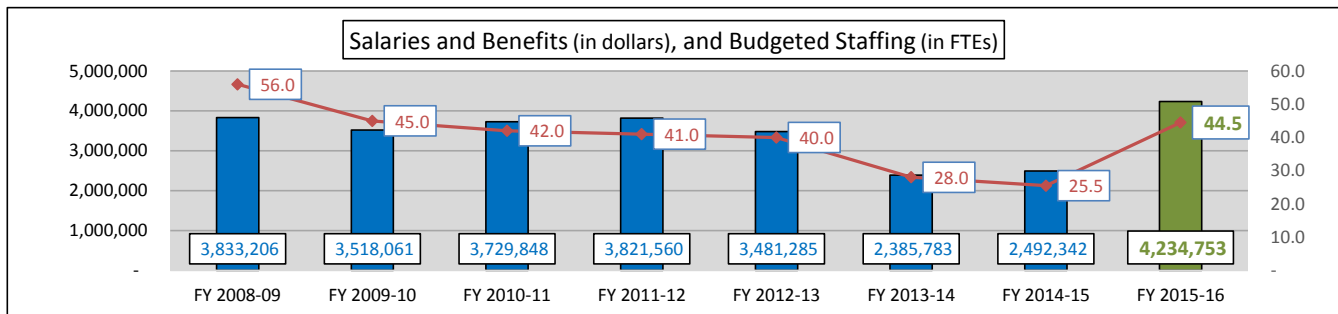
## Mission Statement

The mission of the Probate and Mental Health Unit is to serve the public and the Court in the administration of justice, protecting the vulnerable population, and resolving probate and mental health matters under the law, while furthering the goals of the Court including: independence and accountability; access, fairness and diversity; quality of justice and service to the public; and education for branch-wide professional excellence.

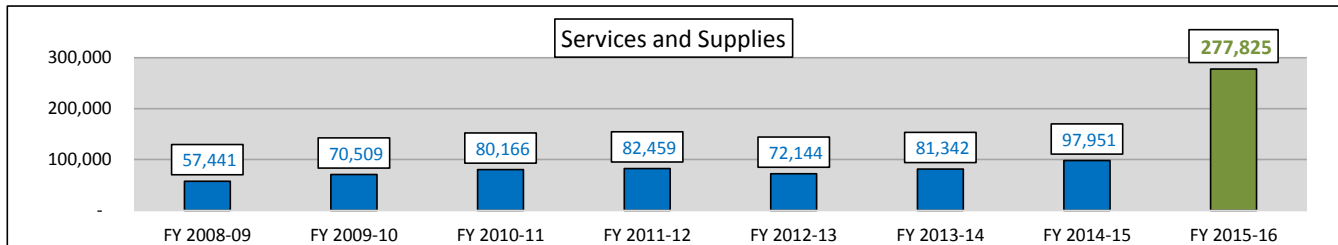
## FY 2015-16 Goals and Objectives

- » Implement Proposed Orders (Phase 2 - judicial review/signature)
- » Adopt or revise local rules to improve service to the public
- » Implement automated Trailing Trial list
- » Reduce conservatorship investigation/report backlog
- » Continue to develop procedures in all areas of the unit, improve use of the case management system to automate processes and streamline workflow

## FY 2015-16 APPROVED BUDGET



The budgeted staffing change reflects the addition of 2.5 FTEs Court Investigators, the transfer-in of Probate Court Services--a total of 10.0 FTEs--from the Family Court Services cost center (306516), the transfer-in of 4.5 FTEs for the Appellate Unit, and the addition of 3.0 Superior Court Clerks. Those increases are offset by the the transfer-out of 1.0 Program Coordinator Specialist to the Juvenile Dependency and Delinquency cost center (306517) to support the new Analyst Unit.



The change in services and supplies budget is mostly due to the transfer of court transcript costs from Civil (306311), mandated staff training, increases in postage and office expense, and the anticipated higher costs for Riese Hearing Officers.

## FY 2014-15 ACCOMPLISHMENTS

- » Implemented auto filed documents in eFiling
- » Probate SharePoint page was enhanced for ease of use and visual appeal
- » Implemented Assisted Outpatient Treatment
- » Accomplished multiple calendar changes
- » Created or revised over 100 procedures in all probate units

Court Operations Manager  
**Michelle Norhausen**  
 (657) 622-7535

Financial Planning Analyst  
**Julia Jim**  
 (657) 622-7875

## Probate and Mental Health (306512)

		FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
<b>EXPENDITURE HISTORY BY GL ACCOUNT</b>						
GL Account No.	GL Description	Actual	Actual	Actual	Actual	BUDGET
<b>Salaries and Benefits</b>						
900301	Salaries - permanent, non-judicial personnel	2,484,023	2,355,255	1,495,952	1,595,140	2,743,417
900320	Lump sum payouts (vacation, sick leave cash outs)	40,138	32,026	13,398	3,763	-
900328	Other pay (on call, differentials, VSIP)	15,831	8,082	4,572	5,026	7,266
903301	Extra help	199,337	24,354	14,589	140	-
908301	Overtime	4,133	8,914	89,403	28,837	3,982
910302	Medicare	31,095	28,854	18,004	18,428	39,889
910401	Dental insurance	795	153	-	318	1,128
910501	Health insurance	343,380	354,652	253,401	248,710	427,743
910503	Retiree health benefits	63,526	89,095	59,685	56,784	96,272
910604	Retirement - non-judicial staff	600,087	549,325	420,875	518,318	883,898
913301	Unemployment insurance	7,403	6,288	-	-	-
913501	Life insurance	119	9	-	30	108
913502	Long-term disability (LTD) insurance	349	92	-	106	388
913503	Accidental death and dismemberment (AD&D) insurance	21	3	-	6	24
913699	Other insurance (e.g. vision)	27,824	24,183	15,904	16,738	27,138
913899	Other benefits (tuition reimb., OBP, parking)	3,500	-	-	-	3,500
<b>SUBTOTAL - Salaries and Benefits</b>		<b>3,821,560</b>	<b>3,481,285</b>	<b>2,385,783</b>	<b>2,492,342</b>	<b>4,234,753</b>
<b>Services and Supplies</b>						
920599	Dues and memberships	-	-	-	-	600
920699	Office expense	-	-	-	-	2,000
921702	Meals / food	410	-	-	-	-
921704	Special events / employee appreciation	-	327	70	83	225
922611	Equipment - computers	-	-	-	516	-
924599	Printing	4,073	-	2,544	7,979	3,200
926199	Postage	-	-	-	-	5,000
929210	Private car mileage	19,497	16,304	1,658	685	5,000
929299	Travel - in-state	106	51	-	243	16,600
931101	Travel - out-of-state	-	-	916	132	-
933101	Tuition and registration fees	-	-	650	705	4,300
938701	Court transcripts	6,335	1,634	1,639	8,221	155,900
939018	Mental health hearing officer	52,038	53,828	73,865	79,352	85,000
941101	Sheriff - reimbursement - AB2030 / AB2695	-	-	-	35	-
<b>SUBTOTAL - Services and Supplies</b>		<b>82,459</b>	<b>72,144</b>	<b>81,342</b>	<b>97,951</b>	<b>277,825</b>
<b>TOTAL EXPENDITURES</b>		<b>3,904,019</b>	<b>3,553,429</b>	<b>2,467,125</b>	<b>2,590,294</b>	<b>4,512,578</b>

### STAFFING HISTORY BY CLASSIFICATION

Classification	Auth.		Auth.		Auth.		Auth.		Auth.	
	Positions	FTEs	Positions	FTEs	Positions	FTEs	Positions	FTEs	Positions	FTEs
Administrative Assistant II	1	1.0	1	1.0	-	-	-	-	-	-
Court Investigator II	5	5.0	6	6.0	-	-	-	-	-	-
Court Investigator III	2	2.0	1	1.0	-	-	-	-	10	9.5
Court Operations Manager III	1	1.0	-	-	-	-	-	-	1	1.0
Courtroom Operations Supervisor	1	1.0	1	1.0	1	1.0	1	1.0	1	1.0
Data Entry Specialist	3	3.0	3	3.0	-	-	-	-	-	-
Information Processing Technician	1	1.0	1	1.0	-	-	-	-	-	-
Legal Processing Specialist I	1	1.0	1	1.0	-	-	2	2.0	2	2.0
Legal Processing Specialist II	5	5.0	5	5.0	8	8.0	6	5.5	10	10.0
Legal Processing Supervisor	-	-	-	-	-	-	-	-	1	1.0
Office Assistant	1	1.0	1	1.0	1	1.0	1	1.0	1	1.0
Office Technician	1	1.0	1	1.0	-	-	-	-	-	-
Probate Calendar Coordinator	1	1.0	1	1.0	-	-	-	-	-	-
Probate Checker	2	2.0	2	2.0	2	2.0	2	2.0	2	2.0
Probate Examiner I	1	1.0	1	1.0	2	2.0	2	2.0	-	-
Probate Examiner II	4	4.0	4	4.0	6	6.0	6	6.0	8	8.0
Program Coordinator/Specialist	1	1.0	1	1.0	1	1.0	1	1.0	-	-
Superior Court Clerk I	2	2.0	2	2.0	1	1.0	-	-	1	1.0
Superior Court Clerk II	2	2.0	2	2.0	2	2.0	3	3.0	1	1.0
Superior Court Clerk III	4	4.0	3	3.0	3	3.0	1	1.0	5	5.0
Supervising Court Investigator	1	1.0	1	1.0	-	-	-	-	1	1.0
Supervising Probate Examiner	1	1.0	1	1.0	1	1.0	1	1.0	1	1.0
Training and Procedure Specialist	-	-	1	1.0	-	-	-	-	-	-
<b>TOTAL STAFFING</b>	<b>41</b>	<b>41.0</b>	<b>40</b>	<b>40.0</b>	<b>28</b>	<b>28.0</b>	<b>26</b>	<b>25.5</b>	<b>45</b>	<b>44.5</b>

# Family Law (306514)

## Mission Statement

The Family Law Unit is committed to providing the public with the materials, information, services and access needed to resolve the very personal issues that they bring before this court. Staff provide the public with access to services in an efficient and effective manner that ensures a high standard of procedural fairness and professional excellence. The Family Law Unit continuously strives to improve public access through internal adjustments and public outreach.

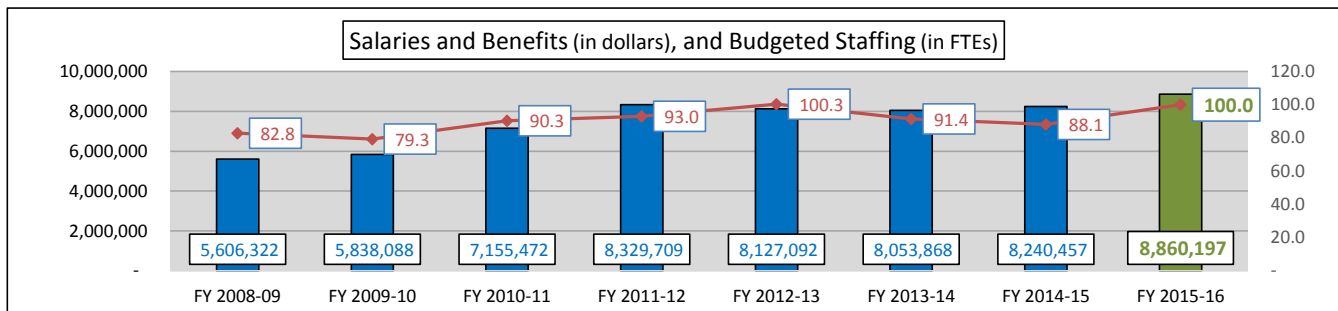
## FY 2015-16 Goals and Objectives

- » Improve efficiencies and quality of work
- » Implement new strategies to streamline workflows
- » Improve resource allocations
- » Implement new case management system
- » Open a new family law courtroom
- » Support development of management/supervisory team
- » Support staffing of new Superior Court Service Center

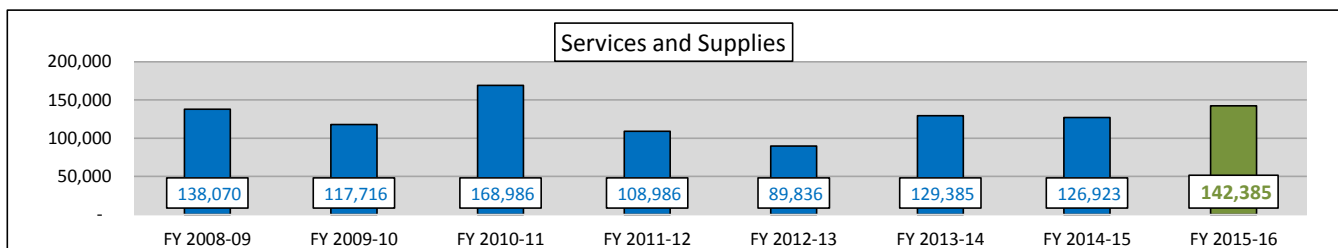
## Performance Measures

- » Decrease in the amount of cases in which payment plans are past due.

## FY 2015-16 APPROVED BUDGET



Staffing increased in FY 2015-16 primarily because of the transfer of the Protective Order Unit (POU)--a total of 9.0 FTEs--from Criminal and Traffic Operations (306411). The balance of the staffing changes are due to minor reorganizations of job duties within the Operations Department.



There are no significant changes to the services and supplies budget in FY 2015-16.

## FY 2014-15 ACCOMPLISHMENTS

- » Back-scanned and destroyed almost 100,000 cases stored in the Irvine facility
- » Began the transition to a new case management system, which included data cleanup of thousands of records
- » Implemented new legislation and forms, including SmartForm updates
- » Adopted new local rules
- » Dropped the average wait time in the Clerk's Office by 8 minutes
- » Added military/veteran cases to our specialty calendar assignment
- » 1,200 Bench Warrant Reports were reviewed
- » Additional attorney window opened

Court Operations Manager  
**Teri Thomas**  
 (657) 622-6106

Financial Planning Analyst  
**Daniel Kopp**  
 (657) 622-7737

## Family Law (306514)

		FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
<b>EXPENDITURE HISTORY BY GL ACCOUNT</b>						
GL Account No.	GL Description	Actual	Actual	Actual	Actual	BUDGET
<b>Salaries and Benefits</b>						
900301	Salaries - permanent, non-judicial personnel	5,438,201	5,483,354	5,053,761	5,047,763	5,600,065
900320	Lump sum payouts (vacation, sick leave cash outs)	29,323	39,045	18,036	14,200	-
900328	Other pay (on call, differentials, VSIP)	29,995	46,602	30,796	22,203	19,377
903301	Extra help	325,750	30,441	2,073	48,696	2,000
906303	Judicial officers - commissioners	-	(51,894)	659	39,321	-
908301	Overtime	26,409	9,729	315,174	225,101	103,149
910302	Medicare	78,825	74,977	70,687	71,468	81,487
910401	Dental insurance	3,739	4,027	2,316	2,738	3,384
910501	Health insurance	815,028	901,108	869,657	856,309	960,400
910503	Retiree health benefits	142,774	208,852	202,147	182,558	196,676
910604	Retirement - non-judicial staff	1,341,952	1,306,462	1,428,995	1,647,996	1,821,207
912301	Retirement - judicial officers	(0)	(14,691)	139	14,838	-
913301	Unemployment insurance	15,802	14,464	-	-	-
913501	Life insurance	591	613	451	385	324
913502	Long-term disability (LTD) insurance	1,142	1,117	677	905	1,028
913503	Accidental death and dismemberment (AD&D) insurance	92	75	43	55	72
913699	Other insurance (e.g. vision)	64,336	58,813	54,757	54,708	60,528
913899	Other benefits (tuition reimb., OBP, parking)	15,750	14,000	3,500	11,214	10,500
<b>SUBTOTAL - Salaries and Benefits</b>		<b>8,329,709</b>	<b>8,127,092</b>	<b>8,053,868</b>	<b>8,240,457</b>	<b>8,860,197</b>
<b>Services and Supplies</b>						
920699	Office expense	-	194	-	309	1,300
921702	Meals / food	860	-	-	-	-
921704	Special events / employee appreciation	-	1,045	516	598	585
924599	Printing	4,018	3,395	5,031	4,959	5,000
926199	Postage	-	9,719	12,382	11,809	9,500
929210	Private car mileage	651	387	5,553	3,367	2,700
929299	Travel - in-state	1,249	664	325	1,017	-
931101	Travel - out-of-state	79	-	-	-	-
933101	Tuition and registration fees	-	-	-	705	-
938201	Consulting services - temporary help	20,438	-	-	-	-
938401	General consultant and professional services	-	-	39,979	37,084	60,000
938701	Court transcripts	25,692	20,383	6,930	16,263	-
941101	Sheriff - reimbursement - AB2030 / AB2695	52,840	50,890	56,455	50,415	60,000
943502	IT - software and license fees	3,159	3,159	2,214	-	3,300
999910	Prior year expense adjustments	-	-	-	398	-
<b>SUBTOTAL - Services and Supplies</b>		<b>108,986</b>	<b>89,836</b>	<b>129,385</b>	<b>126,923</b>	<b>142,385</b>
<b>TOTAL EXPENDITURES</b>		<b>8,438,695</b>	<b>8,216,928</b>	<b>8,183,253</b>	<b>8,367,380</b>	<b>9,002,582</b>

### STAFFING HISTORY BY CLASSIFICATION

Classification	Auth.		Auth.		Auth.		Auth.		Auth.	
	Positions	FTEs	Positions	FTEs	Positions	FTEs	Positions	FTEs	Positions	FTEs
Administrative Analyst II	1	1.0	1	1.0	1	1.0	-	-	-	-
Administrative Assistant II	1	1.0	1	1.0	1	1.0	1	1.0	1	1.0
Court Operations Manager I	1	1.0	-	-	-	-	-	-	1	1.0
Court Operations Manager II	1	1.0	2	2.0	2	2.0	2	2.0	1	1.0
Court Operations Manager III	1	1.0	1	1.0	1	1.0	-	-	1	1.0
Court Reporter	1	1.0	-	-	-	-	-	-	-	-
Courtroom Operations Supervisor	4	4.0	3	3.0	3	3.0	3	3.0	3	3.0
Data Entry Specialist	3	3.0	5	5.0	4	4.0	4	4.0	5	5.0
Data Entry Technician	1	1.0	1	1.0	1	1.0	1	1.0	1	1.0
Information Processing Technician	-	-	-	-	-	-	1	1.0	1	1.0
Legal Processing Specialist I	1	1.0	3	3.0	2	2.0	-	-	8	8.0
Legal Processing Specialist II	33	33.0	36	35.3	37	37.0	38	37.8	37	37.0
Legal Processing Supervisor	3	3.0	3	3.0	2	2.0	3	3.0	4	4.0
Office Assistant	8	8.0	6	6.0	1	1.0	1	1.0	1	1.0
Program Coordinator/Specialist	2	2.0	2	2.0	2	2.0	2	2.0	2	2.0
Superior Court Clerk I	4	4.0	9	9.0	-	-	-	-	2	2.0
Superior Court Clerk II	13	13.0	13	13.0	19	19.0	17	17.0	18	18.0
Superior Court Clerk III	11	11.0	11	11.0	13	12.4	14	13.3	12	12.0
Support Services Supervisor II	1	1.0	1	1.0	-	-	-	-	-	-
Training and Procedure Specialist	3	3.0	3	3.0	3	3.0	2	2.0	2	2.0
<b>TOTAL STAFFING</b>	<b>93</b>	<b>93.0</b>	<b>101</b>	<b>100.3</b>	<b>92</b>	<b>91.4</b>	<b>89</b>	<b>88.1</b>	<b>100</b>	<b>100.0</b>

# Family Court Services (306516)

## Mission Statement

Family Court Services (FCS) is responsible for assessing child, individual, and family needs, providing immediate intervention to families in crisis and presenting information to the Court. This is done by providing child custody mediation for parents in custody disputes, child custody investigations, domestic violence investigations, emergency investigations, and minor marriage investigations. FCS is also responsible for overseeing the Access to Visitation Grant, which provides funds for non-custodial parents to have access to their children when supervised visitation or exchange has been ordered.

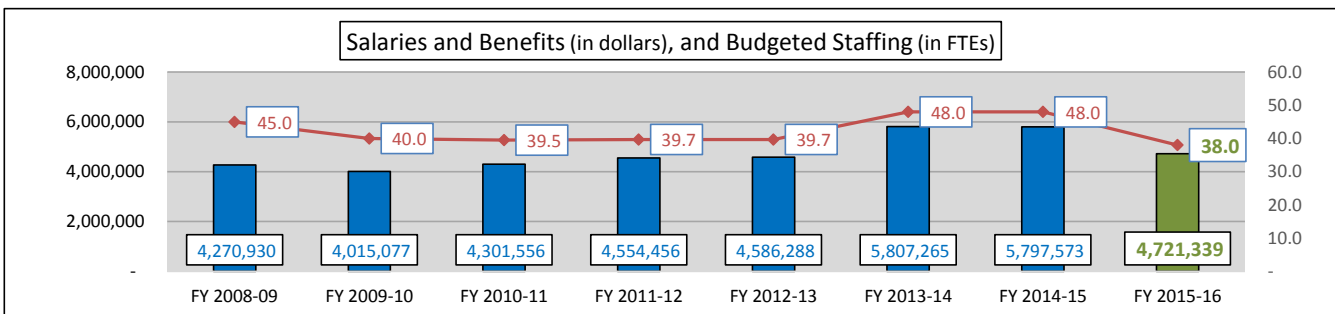
## FY 2015-16 Goals and Objectives

- » Implement the Family and Probate Court Services (FPCS) Automation Initiative project
- » Conduct efficacy study of online parenting program
- » Implement Odyssey
- » Implement electronic delivery of CLETS to Family Law via electronic legal file (ELF)

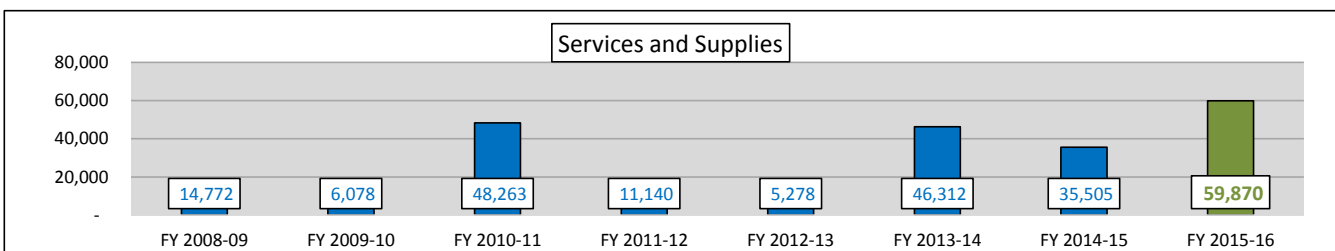
## Performance Measures

- » After parties are referred for child custody investigation (CCI), they will mediate that day if possible or mediation will be scheduled prior to their investigation appointment. All parties to participate except for partial CCI referrals who have mediated within the past two weeks and oppose another appointment.

## FY 2015-16 APPROVED BUDGET



Staffing is decreased in FY 2015-16 due to the transfer of 10.0 FTEs to the Probate and Mental Health cost center budget (306512).



In FY 2015-16, the budget was increased approximately \$24,000 to provide mandated training to the Court Mediators. There is also a one-time increase of \$16,500 for the pending FPCS Automation Initiative project, which is expected to be completed this fiscal year. In FY 2014-15, decreases in the use of private mileage resulted in a lower services and supplies expenditure than originally budgeted.

## FY 2014-15 ACCOMPLISHMENTS

- » Completed over 6,000 child custody mediations and 1,300 child custody, domestic violence and emergency investigations
- » Transitioned Probate Court Services (PCS) to CJC and Probate Operations
- » Incorporated Second Parent Adoptions (SPA) and Freedom from Parental Custody and Control reports into FCS workload (previously conducted by PCS)
- » Implemented an in-person Spanish parent education program and the Orange County online parenting classes in English and Spanish

Cost Center Manager  
**Jan Mueller**  
 (657) 622-6147

Financial Planning Analyst  
**Daniel Kopp**  
 (657) 622-7737

## Family Court Services (306516)

		FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
EXPENDITURE HISTORY BY GL ACCOUNT						
GL Account No.	GL Description	Actual	Actual	Actual	Actual	BUDGET
<b>Salaries and Benefits</b>						
900301	Salaries - permanent, non-judicial personnel	3,131,829	3,136,432	3,737,309	3,723,836	3,072,520
900320	Lump sum payouts (vacation, sick leave cash outs)	20,919	16,069	11,160	13,842	-
900328	Other pay (on call, differentials, VSIP)	32,696	36,958	40,227	40,361	37,250
903301	Extra help	58,543	40,046	48,664	32,058	-
908301	Overtime	346	1,729	159,987	44,924	1,088
910302	Medicare	41,036	42,303	53,552	52,135	45,089
910401	Dental insurance	1,884	1,736	1,157	1,525	1,128
910501	Health insurance	359,533	398,559	514,604	494,118	429,219
910503	Retiree health benefits	83,747	121,456	149,827	134,629	108,848
910604	Retirement - non-judicial staff	781,151	748,928	1,054,336	1,219,369	999,094
913301	Unemployment insurance	8,838	8,400	-	-	-
913501	Life insurance	292	255	225	211	108
913502	Long-term disability (LTD) insurance	590	559	416	546	383
913503	Accidental death and dismemberment (AD&D) insurance	45	32	22	29	24
913699	Other insurance (e.g. vision)	23,602	23,620	29,489	28,882	23,088
913802	Educational incentives (other than tuition reimb.)	2,405	2,208	2,789	3,816	-
913899	Other benefits (tuition reimb., OBP, parking)	7,000	7,000	3,500	7,292	3,500
	<b>SUBTOTAL - Salaries and Benefits</b>	<b>4,554,456</b>	<b>4,586,288</b>	<b>5,807,265</b>	<b>5,797,573</b>	<b>4,721,339</b>
<b>Services and Supplies</b>						
920599	Dues and memberships	-	-	-	-	8,700
920699	Office expense	-	-	-	-	5,000
921702	Meals / food	400	-	-	-	-
921704	Special events / employee appreciation	-	335	128	137	190
922603	Equipment - office furniture	-	-	-	-	1,000
922611	Equipment - computers	-	-	-	-	12,000
922699	Equipment - under \$5,000	-	-	-	-	3,500
924599	Printing	-	-	734	86	600
929210	Private car mileage	3,833	4,074	21,628	16,610	5,000
929299	Travel - in-state	1,553	669	374	6,006	22,080
933101	Tuition and registration fees	25	200	2,825	2,750	1,800
938201	Consulting services - temporary help	5,328	-	20,467	132	-
943502	IT - software and license fees	-	-	157	-	-
	<b>SUBTOTAL - Services and Supplies</b>	<b>11,140</b>	<b>5,278</b>	<b>46,312</b>	<b>25,721</b>	<b>59,870</b>
	<b>TOTAL EXPENDITURES</b>	<b>4,565,596</b>	<b>4,591,566</b>	<b>5,853,577</b>	<b>5,823,294</b>	<b>4,781,209</b>

### STAFFING HISTORY BY CLASSIFICATION

Classification	Auth.		Auth.		Auth.		Auth.		Auth.	
	Positions	FTEs	Positions	FTEs	Positions	FTEs	Positions	FTEs	Positions	FTEs
Administrative Analyst II	1	1.0	1	1.0	-	-	-	-	-	-
Court Investigator II	-	-	-	-	5	5.0	6	6.0	-	-
Court Investigator III	-	-	-	-	2	2.0	2	2.0	1	1.0
Court Mediator I	1	1.0	2	2.0	1	1.0	-	-	2	2.0
Court Mediator II	27	27.0	26	26.0	27	27.0	28	28.0	26	26.0
Court Operations Manager II	-	-	-	-	-	-	-	-	1	1.0
Court Operations Manager III	1	1.0	1	1.0	1	1.0	1	1.0	-	-
Information Processing Specialist	1	1.0	1	1.0	1	1.0	1	1.0	1	1.0
Information Processing Technician	4	4.0	4	4.0	3	3.0	3	3.0	3	3.0
Legal Processing Specialist II	1	1.0	1	1.0	3	3.0	2	2.0	1	1.0
Office Specialist	1	0.7	1	0.7	1	1.0	1	1.0	1	1.0
Supervising Court Investigator	-	-	-	-	1	1.0	1	1.0	-	-
Supervising Court Mediator	3	3.0	3	3.0	3	3.0	3	3.0	2	2.0
<b>TOTAL STAFFING</b>	<b>40</b>	<b>39.7</b>	<b>40</b>	<b>39.7</b>	<b>48</b>	<b>48.0</b>	<b>48</b>	<b>48.0</b>	<b>38</b>	<b>38.0</b>

# Juvenile Dependency and Delinquency (306517)

## Mission Statement

Juvenile Court provides for the protection and safety of the public and each minor under the jurisdiction of the Court. Juvenile Court strives to preserve and strengthen the minor's family ties whenever possible.

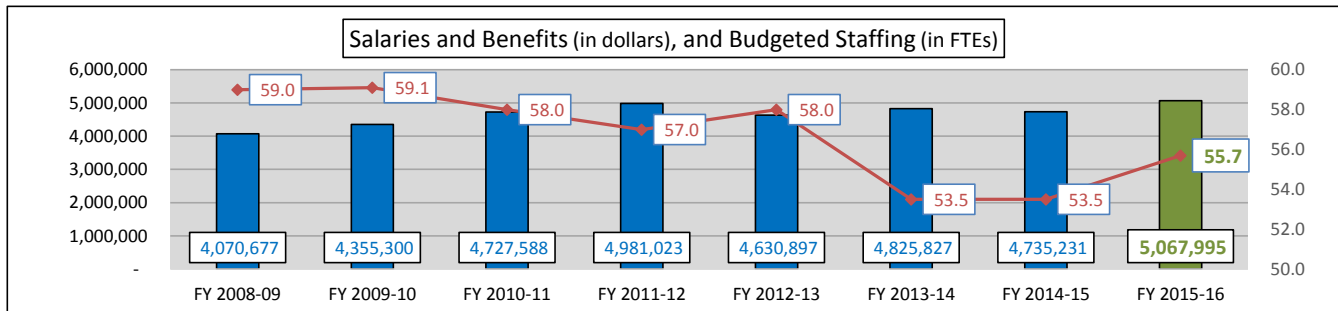
## FY 2015-16 Goals and Objectives

- » Stabilize the electronic environment (case management system, electronic legal file, kiosk access) with training and user enhancements
- » Maintain appropriate level of staffing resources needed to effectively process the work
- » Improve quality of justice and customer service through training, audits and employee accountability
- » Evaluate desk assignments to ensure the daily work goals can be reasonably achieved
- » Educate workforce on the strategic plans and ensure the units focused efforts are relevant to the Courts' goals and strategies

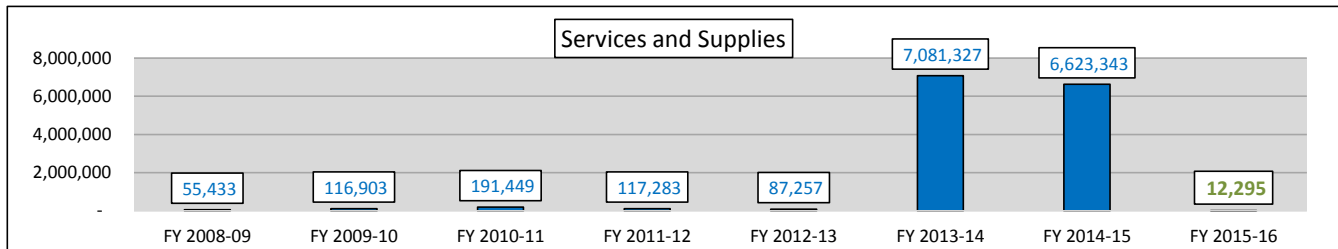
## Performance Measures

- » Reduction in the amount of minute order corrections on delinquency cases.

## FY 2015-16 APPROVED BUDGET



Staffing increases in FY 2015-16 are related to the creation of an Analyst Unit for the family law, juvenile dependency, and juvenile delinquency case types. The additions are partially offset by the transfer of 1.0 Senior Accounting Assistant to the new Juvenile Alternate Defense cost center (304221).



The services and supplies budget is reduced \$6.6 million because the administration of Alternate Defense Services for juvenile dependency and delinquency cases is transferred to cost center 304221.

## FY 2014-15 ACCOMPLISHMENTS

- » Implemented an Intercounty Transfer Protocol with San Diego, Los Angeles, Riverside, San Bernardino and Imperial counties
- » Implemented electronic environment (case management system, electronic legal file, kiosk access)
- » Established business practices for Proposition 47
- » Implemented copywork and fee waiver process
- » Achieved a reduction in backlog through use of overtime and process changes

Juvenile Court Manager  
**Kelli Beltran**  
 (657) 622-5520

Financial Planning Analyst  
**Daniel Kopp**  
 (657) 622-7737



## Juvenile Dependency and Delinquency (306517)

		FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
<b>EXPENDITURE HISTORY BY GL ACCOUNT</b>						
GL Account No.	GL Description	Actual	Actual	Actual	Actual	BUDGET
<b>Salaries and Benefits</b>						
900301	Salaries - permanent, non-judicial personnel	3,171,869	3,128,522	3,054,951	2,977,522	3,228,911
900320	Lump sum payouts (vacation, sick leave cash outs)	16,738	1,689	15,821	27,042	-
900328	Other pay (on call, differentials, VSIP)	6,528	9,521	13,317	5,403	4,844
903301	Extra help	332,265	36,916	1,291	-	10,751
908301	Overtime	19,695	8,316	193,743	100,446	46,827
910302	Medicare	42,149	36,698	39,857	39,739	46,893
910401	Dental insurance	2,797	3,423	4,359	4,187	4,512
910501	Health insurance	464,063	494,755	470,197	455,154	519,774
910503	Retiree health benefits	82,931	119,437	121,829	106,572	113,180
910604	Retirement - non-judicial staff	780,310	739,113	863,288	971,410	1,044,258
912501	Workers' compensation	-	-	614	-	-
913301	Unemployment insurance	9,590	8,227	-	-	-
913501	Life insurance	433	551	850	610	432
913502	Long-term disability (LTD) insurance	756	902	1,195	1,186	1,256
913503	Accidental death and dismemberment (AD&D) insurance	67	65	82	80	96
913699	Other insurance (e.g. vision)	38,874	32,263	30,433	29,839	32,261
913899	Other benefits (tuition reimb., OBP, parking)	11,958	10,500	14,000	16,042	14,000
<b>SUBTOTAL - Salaries and Benefits</b>		<b>4,981,023</b>	<b>4,630,897</b>	<b>4,825,827</b>	<b>4,735,231</b>	<b>5,067,995</b>
<b>Services and Supplies</b>						
921702	Meals / food	489	-	-	-	-
921704	Special events / employee appreciation	-	608	221	265	295
924599	Printing	21,688	1,771	3,662	766	4,500
926199	Postage	-	-	3,955	2,459	4,500
929210	Private car mileage	549	453	3,995	2,105	3,000
929299	Travel - in-state	839	569	-	721	-
931101	Travel - out-of-state	101	-	1,464	737	-
933101	Tuition and registration fees	25	-	1,225	2,614	-
938201	Consulting services - temporary help	5,937	-	-	-	-
938401	General consultant and professional services	87,586	83,857	59,970	15,000	-
938801	CAC - dependency (children)	-	-	2,116,176	2,028,810	-
938802	CAC - dependency (parents)	-	-	3,956,581	3,717,391	-
938901	Investigative services	-	-	3,599	5,247	-
939002	Psychiatric evaluations	-	-	123,799	73,200	-
939003	Court-ordered professional services	-	-	190	50	-
939009	Expert witness	-	-	15,855	3,789	-
939412	CAC - delinquency	-	-	790,600	770,288	-
941101	Sheriff - reimbursement - AB2030 / AB2695	70	-	35	-	-
999910	Prior year expense adjustments	-	-	-	(100)	-
<b>SUBTOTAL - Services and Supplies</b>		<b>117,283</b>	<b>87,257</b>	<b>7,081,327</b>	<b>6,623,343</b>	<b>12,295</b>
<b>TOTAL EXPENDITURES</b>		<b>5,098,306</b>	<b>4,718,154</b>	<b>11,907,154</b>	<b>11,358,574</b>	<b>5,080,290</b>

### STAFFING HISTORY BY CLASSIFICATION

Classification	Auth.		Auth.		Auth.		Auth.		Auth.	
	Positions	FTEs	Positions	FTEs	Positions	FTEs	Positions	FTEs	Positions	FTEs
Administrative Analyst I	-	-	-	-	-	-	-	-	1	1.0
Administrative Analyst II	1	1.0	1	1.0	1	1.0	1	1.0	-	-
Administrative Assistant II	1	1.0	1	1.0	-	-	-	-	-	-
Court Operations Manager II	-	-	-	-	-	-	1	1.0	-	-
Court Operations Manager III	1	1.0	1	1.0	1	1.0	1	1.0	1	1.0
Courtroom Operations Supervisor	2	2.0	2	2.0	1	1.0	1	1.0	4	4.0
Data Entry Specialist	-	-	1	1.0	-	-	-	-	-	-
Executive Assistant	1	1.0	1	1.0	1	1.0	1	1.0	1	1.0
Legal Processing Specialist I	2	2.0	2	2.0	-	-	1	1.0	2	2.0
Legal Processing Specialist II	16	16.0	17	17.0	20	20.0	19	19.0	20	19.7
Legal Processing Supervisor	2	2.0	2	2.0	2	2.0	2	2.0	2	2.0
Office Assistant	7	7.0	6	6.0	6	5.5	5	5.0	4	4.0
Office Specialist	2	2.0	1	1.0	1	1.0	1	1.0	1	1.0
Principal Administrative Analyst	-	-	-	-	-	-	-	-	1	1.0
Program Coordinator/Specialist	1	1.0	1	1.0	1	1.0	1	1.0	1	1.0
Senior Accounting Assistant	-	-	-	-	1	1.0	1	1.0	-	-
Superior Court Clerk I	-	-	-	-	-	-	-	-	2	2.0
Superior Court Clerk II	5	5.0	6	6.0	6	6.0	6	6.0	2	2.0
Superior Court Clerk III	14	14.0	14	14.0	12	12.0	12	11.5	13	13.0
Support Services Supervisor II	1	1.0	1	1.0	-	-	-	-	-	-
Training and Procedure Specialist	1	1.0	1	1.0	1	1.0	1	1.0	1	1.0
<b>TOTAL STAFFING</b>	<b>57</b>	<b>57.0</b>	<b>58</b>	<b>58.0</b>	<b>54</b>	<b>53.5</b>	<b>54</b>	<b>53.5</b>	<b>56</b>	<b>55.7</b>

## Juvenile Alternate Defense (304221)

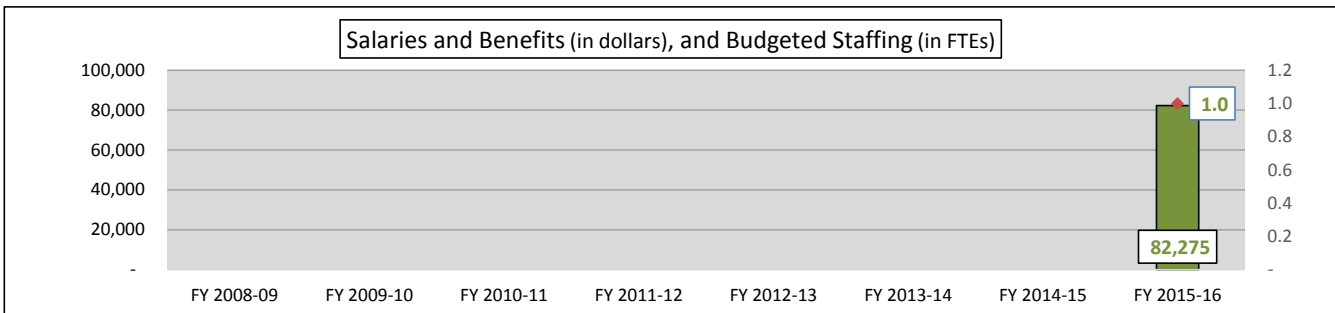
### Mission Statement

The Juvenile Alternate Defense Services program provides for the legal representation and related ancillary services of all persons eligible by law in juvenile delinquency and dependency matters. The mission of this unit is to provide responsible management and maintenance of contracts and legal agreements, payment services, and professional customer service to the people served by this unit.

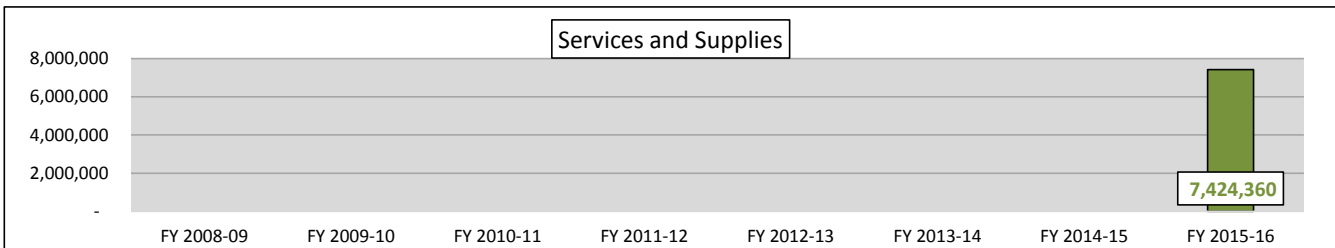
### FY 2015-16 Goals and Objectives

- » Implement and maintain a full electronic billing process
- » Maintain appropriate level of customer service support for the attorneys and professionals under contract with the Court

### FY 2015-16 APPROVED BUDGET



Prior to FY 2015-16, the staff costs and the position for administration of the Juvenile Alternate Defense Services program were in the Juvenile Dependency and Delinquency cost center budget (306517). This position, 1.0 Senior Accounting Assistant, is transferred-in from cost center 306517. Approximately 60% of the cost of this position is reimbursed by the County.



Prior to FY 2015-16, court-appointed counsel for juvenile dependency and delinquency cases as well as investigators and other ancillary costs were paid from cost center 306517. Approximately \$6.4 million of the services and supplies budget is for juvenile dependency court-appointed counsel, which is reimbursed from the Judicial Council. All other costs are reimbursed from the County.

### FY 2014-15 ACCOMPLISHMENTS

- » Developed process for attorneys to easily submit invoice discrepancies or questions
- » Signed mental health evaluator contract agreements

Juvenile Court Manager  
**Kelli Beltran**  
 (657) 622-5520

Financial Planning Analyst  
**Daniel Kopp**  
 (657) 622-7737

## Juvenile Alternate Defense (304221)

		FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
<b>EXPENDITURE HISTORY BY GL ACCOUNT</b>						
GL Account No.	GL Description	Actual	Actual	Actual	Actual	BUDGET
<b>Salaries and Benefits</b>						
900301	Salaries - permanent, non-judicial personnel	-	-	-	-	55,457
910302	Medicare	-	-	-	-	804
910501	Health insurance	-	-	-	-	5,536
910503	Retiree health benefits	-	-	-	-	1,941
910604	Retirement - non-judicial staff	-	-	-	-	17,913
913699	Other insurance (e.g. vision)	-	-	-	-	624
	<b>SUBTOTAL - Salaries and Benefits</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>82,275</b>
<b>Services and Supplies</b>						
938801	CAC - dependency (children)	-	-	-	-	2,170,000
938802	CAC - dependency (parents)	-	-	-	-	4,248,278
938901	Investigative services	-	-	-	-	1,350
939002	Psychiatric evaluations	-	-	-	-	136,000
939003	Court-ordered professional services	-	-	-	-	1,500
939009	Expert witness	-	-	-	-	13,000
939412	CAC - delinquency	-	-	-	-	854,232
	<b>SUBTOTAL - Services and Supplies</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>7,424,360</b>
	<b>TOTAL EXPENDITURES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>7,506,635</b>

### STAFFING HISTORY BY CLASSIFICATION

Classification	Auth.		Auth.		Auth.		Auth.		Auth.	
	Positions	FTEs	Positions	FTEs	Positions	FTEs	Positions	FTEs	Positions	FTEs
Senior Accounting Assistant	-	-	-	-	-	-	-	-	1	1.0
<b>TOTAL STAFFING</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1</b>	<b>1.0</b>

# Juvenile Justice Commission (306521)

## Mission Statement

Pursuant to California Welfare and Institutions Code Sections 209 and 225-231, the Juvenile Justice Commission (JJC) is mandated to inquire into the administration of juvenile court law in Orange County. The mission of the JJC is to ensure that the highest standards of care and services are maintained for the youth within the juvenile justice system. Per California Rule of Court 10.810, this is not a permissible use of court funds.

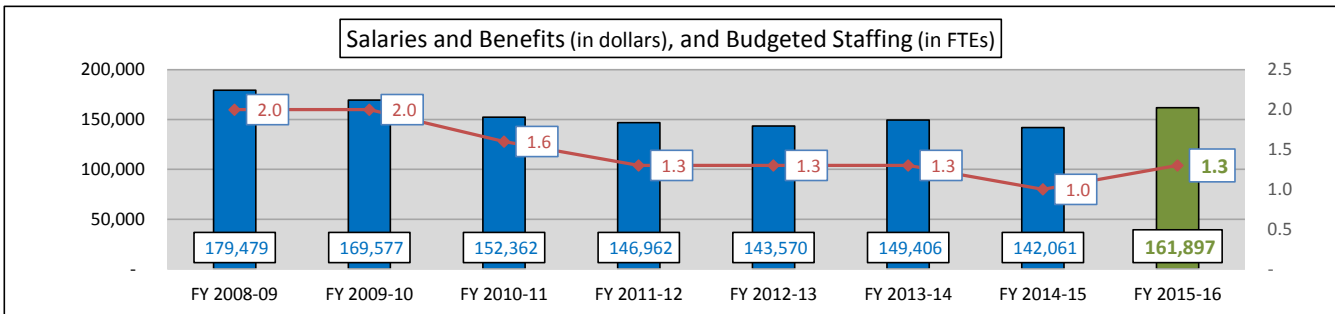
## FY 2015-16 Goals and Objectives

- » Inspection of County-administered institutions, law enforcement agency facilities, and group homes.
- » JJC may conduct investigations and make recommendations to the Presiding Judge of the Juvenile Court.
- » Prepare Annual Report.
- » Review youth correctional schools and ACCESS schools.
- » Monitors medical, dental, and mental health programs within the facilities and group homes.

## Performance Measures

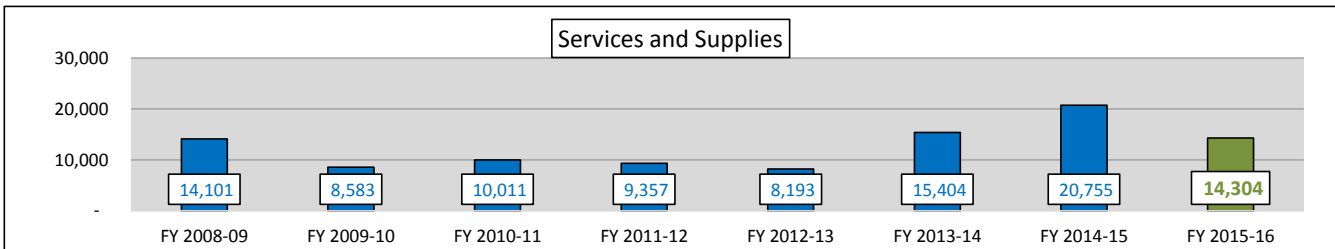
- » Compare the number of group homes inspected in FY 2014-15 to FY 2015-16.

## FY 2015-16 APPROVED BUDGET



The budgeted staffing increase is due to the addition of 0.3 FTE limited term Legal Processing Specialist.

Note: This position is shared with Family Court Services (306516).



The decrease in services and supplies budget resulted from the elimination of the need for temporary help.

## FY 2014-15 ACCOMPLISHMENTS

- » JJC inspected all law enforcement agencies.
- » Performed five unannounced institution inspections.
- » Inspected several group homes.
- » Attended many agency and community meetings.
- » Acted as liaison at many meetings.

Cost Center Manager  
**Beverly MacLaren**  
 (657) 622-5578

Financial Planning Analyst  
**Julia Jim**  
 (657) 622-7875

## Juvenile Justice Commission (306521)

		FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
<b>EXPENDITURE HISTORY BY GL ACCOUNT</b>						
GL Account No.	GL Description	Actual	Actual	Actual	Actual	BUDGET
<b>Salaries and Benefits</b>						
900301	Salaries - permanent, non-judicial personnel	96,378	97,547	92,161	88,370	101,846
900320	Lump sum payouts (vacation, sick leave cash outs)	4,308	-	3,380	3,380	-
908301	Overtime	-	-	5,704	-	-
910302	Medicare	143	141	57	2	1,477
910401	Dental insurance	942	1,141	1,157	1,134	1,128
910501	Health insurance	10,707	11,669	10,802	11,562	14,978
910503	Retiree health benefits	2,274	3,484	3,653	3,153	3,564
910604	Retirement - non-judicial staff	27,098	24,411	27,595	30,466	34,770
912501	Workers' compensation	775	790	790	-	-
913301	Unemployment insurance	274	252	-	-	-
913501	Life insurance	146	184	225	161	108
913502	Long-term disability (LTD) insurance	259	303	309	309	315
913503	Accidental death and dismemberment (AD&D) insurance	23	22	22	22	24
913699	Other insurance (e.g. vision)	134	127	51	2	187
913899	Other benefits (tuition reimb., OBP, parking)	3,500	3,500	3,500	3,500	3,500
	<b>SUBTOTAL - Salaries and Benefits</b>	<b>146,962</b>	<b>143,570</b>	<b>149,406</b>	<b>142,061</b>	<b>161,897</b>
<b>Services and Supplies</b>						
920699	Office expense	11	562	621	552	704
921599	Advertising expense	-	-	-	-	1,000
922399	Library purchases and subscriptions	-	-	-	-	300
922611	Equipment - computers	1,069	-	-	1,510	-
922612	Equipment - printers	-	-	250	-	-
922699	Equipment - under \$5,000	0	-	-	-	-
922799	Equipment - rents and leases	920	919	1,167	1,170	1,300
924599	Printing	1,407	86	1,948	1,513	2,000
938201	Consulting services - temporary help	-	651	4,617	8,509	-
938401	General consultant and professional services	5,950	5,975	6,800	7,500	9,000
	<b>SUBTOTAL - Services and Supplies</b>	<b>9,357</b>	<b>8,193</b>	<b>15,404</b>	<b>20,755</b>	<b>14,304</b>
	<b>TOTAL EXPENDITURES</b>	<b>156,319</b>	<b>151,763</b>	<b>164,810</b>	<b>162,816</b>	<b>176,201</b>

### STAFFING HISTORY BY CLASSIFICATION

Classification	Auth.		Auth.		Auth.		Auth.		Auth.	
	Positions	FTEs	Positions	FTEs	Positions	FTEs	Positions	FTEs	Positions	FTEs
Administrative Analyst II	1	1.0	1	1.0	1	1.0	1	1.0	1	1.0
Legal Processing Specialist II	-	-	-	-	-	-	-	-	-	0.3
Office Specialist	-	0.3	-	0.3	-	0.3	-	-	-	-
<b>TOTAL STAFFING</b>	<b>1</b>	<b>1.3</b>	<b>1</b>	<b>1.3</b>	<b>1</b>	<b>1.3</b>	<b>1</b>	<b>1.0</b>	<b>1</b>	<b>1.3</b>

# Self-Help Services (306522)

## Mission Statement

The Self-Help Services Unit provides services and legal procedural information to self-represented litigants in order to increase understanding, participation, and access to the justice system. The unit strives to enhance efficiencies and effectiveness of the Court.

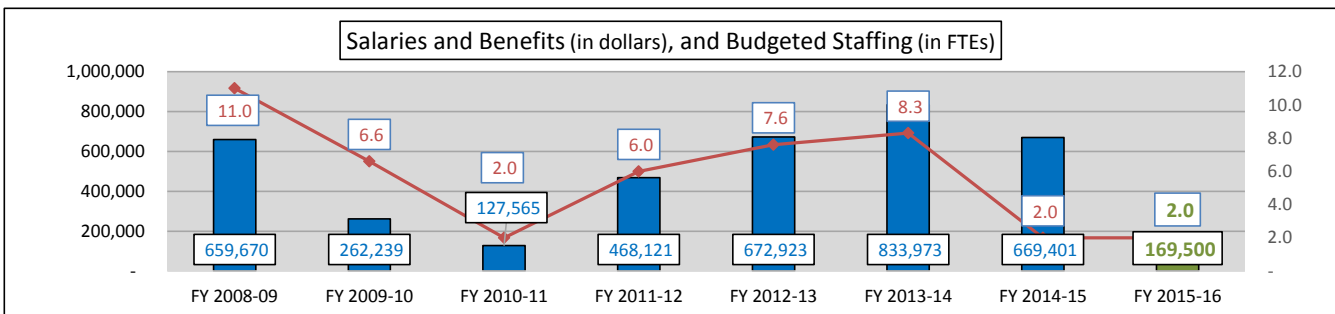
## FY 2015-16 Goals and Objectives

- » Fully staff and offer a variety of workshops and services at the newly opened Superior Court Service Center
- » Redesign Family Centered Case Resolution in collaboration with Family Law Operations and judicial officers
- » Implement the Self-Help customer relations management technology to allow better remote service for customers
- » Collaboratively develop a space plan for Lamoreaux Justice Center which more efficiently serves self-represented litigants
- » Comprehensively review the effectiveness of services and delivery methods. Identify and obtain appropriate resources for the level of services and number of locations

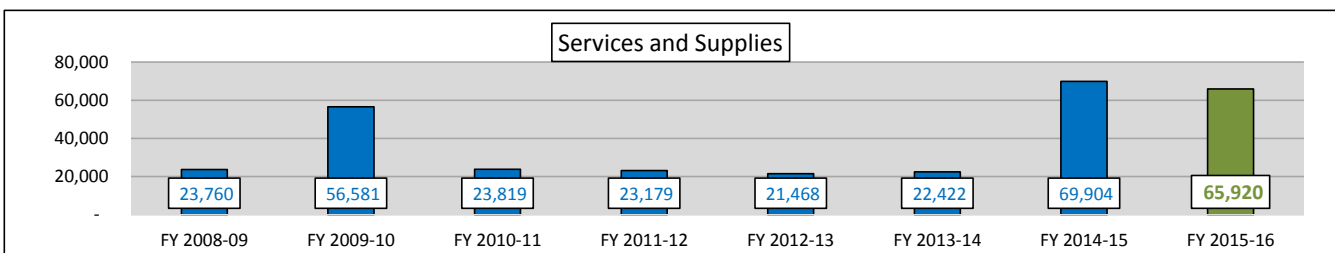
## Performance Measures

- » Percentage of workshop attendees who choose to use on-line appointment, and of those, the no-show rate.

## FY 2015-16 APPROVED BUDGET



Salaries and benefits were more than expected in FY 2014-15 because of issues related payroll job coding. Most of the costs included in this cost center should have been recorded in the California Self-Help Center MOU cost center (999992) and the AB 1058 - Facilitator cost center (999997).



There are no significant changes in FY 2015-16.

## FY 2014-15 ACCOMPLISHMENTS

- » Developed and launched the on-line Small Claims Triage tool in collaboration with five other courts
- » Elder Law Temporary Restraining Order Clinic opened
- » Partnered with Public Law Center and Legal Aid Society of Orange County to fill gaps in services
- » Selected by State Justice Institute to participate in a study of remote and virtual services in seven states
- » Kicked off "My Court Card" Microsoft project

Cost Center Manager  
**Maria Livingston**  
 (657) 622-5085

Financial Planning Analyst  
**Daniel Kopp**  
 (657) 622-7737

## Self-Help Services (306522)

		FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
<b>EXPENDITURE HISTORY BY GL ACCOUNT</b>						
GL Account No.	GL Description	Actual	Actual	Actual	Actual	BUDGET
<b>Salaries and Benefits</b>						
900301	Salaries - permanent, non-judicial personnel	312,610	446,454	504,573	415,857	107,257
900320	Lump sum payouts (vacation, sick leave cash outs)	5,140	16,458	11,263	749	-
900328	Other pay (on call, differentials, VSIP)	4,423	5,151	7,120	9,204	2,401
903301	Extra help	-	-	-	2,539	-
908301	Overtime	767	402	44,943	24,049	-
910302	Medicare	4,663	6,675	7,768	5,906	1,590
910401	Dental insurance	616	1,949	2,646	2,098	-
910501	Health insurance	45,091	59,995	73,958	53,461	17,746
910503	Retiree health benefits	8,242	16,776	20,466	14,248	3,838
910604	Retirement - non-judicial staff	78,577	110,037	148,790	134,280	35,420
912501	Workers' compensation	-	-	(14)	220	-
913301	Unemployment insurance	879	1,201	-	-	-
913501	Life insurance	34	125	225	81	-
913502	Long-term disability (LTD) insurance	299	937	1,160	952	-
913503	Accidental death and dismemberment (AD&D) insurance	13	37	52	40	-
913699	Other insurance (e.g. vision)	3,106	3,095	3,189	2,537	1,248
913899	Other benefits (tuition reimb., OBP, parking)	3,662	3,631	7,834	3,180	-
	<b>SUBTOTAL - Salaries and Benefits</b>	<b>468,121</b>	<b>672,923</b>	<b>833,973</b>	<b>669,401</b>	<b>169,500</b>
<b>Services and Supplies</b>						
920599	Dues and memberships	2,400	2,830	1,900	3,269	3,040
920699	Office expense	137	-	-	-	500
921599	Advertising expense	-	-	-	-	4,500
921702	Meals / food	74	-	-	-	-
921704	Special events / employee appreciation	-	134	68	120	130
922399	Library purchases and subscriptions	-	-	418	-	-
922611	Equipment - computers	-	-	445	-	-
922699	Equipment - under \$5,000	-	-	448	-	-
922799	Equipment - rents and leases	-	-	-	218	-
929210	Private car mileage	1,900	600	2,118	909	750
929299	Travel - in-state	1,017	110	-	282	-
933101	Tuition and registration fees	650	795	25	55	-
938401	General consultant and professional services	17,000	17,000	17,000	65,050	57,000
	<b>SUBTOTAL - Services and Supplies</b>	<b>23,179</b>	<b>21,468</b>	<b>22,422</b>	<b>69,904</b>	<b>65,920</b>
	<b>TOTAL EXPENDITURES</b>	<b>491,300</b>	<b>694,392</b>	<b>856,394</b>	<b>739,305</b>	<b>235,420</b>

### STAFFING HISTORY BY CLASSIFICATION

Classification	Auth.		Auth.		Auth.		Auth.		Auth.	
	Positions	FTEs	Positions	FTEs	Positions	FTEs	Positions	FTEs	Positions	FTEs
Attorney/Assistant Facilitator	1	1.0	1	1.0	2	2.0	-	-	-	-
Legal Processing Specialist I	1	1.0	-	-	1	0.8	-	-	-	-
Legal Processing Specialist II	1	1.0	2	2.0	2	2.0	1	1.0	1	1.0
Paralegal - Family Law Facilitator	3	3.0	4	4.0	4	3.5	1	1.0	1	1.0
Staff Assistant	-	-	1	0.6	-	-	-	-	-	-
<b>TOTAL STAFFING</b>	<b>6</b>	<b>6.0</b>	<b>8</b>	<b>7.6</b>	<b>9</b>	<b>8.3</b>	<b>2</b>	<b>2.0</b>	<b>2</b>	<b>2.0</b>

## BJA Adult Drug Court Enhancement (2012-2015) (999909)

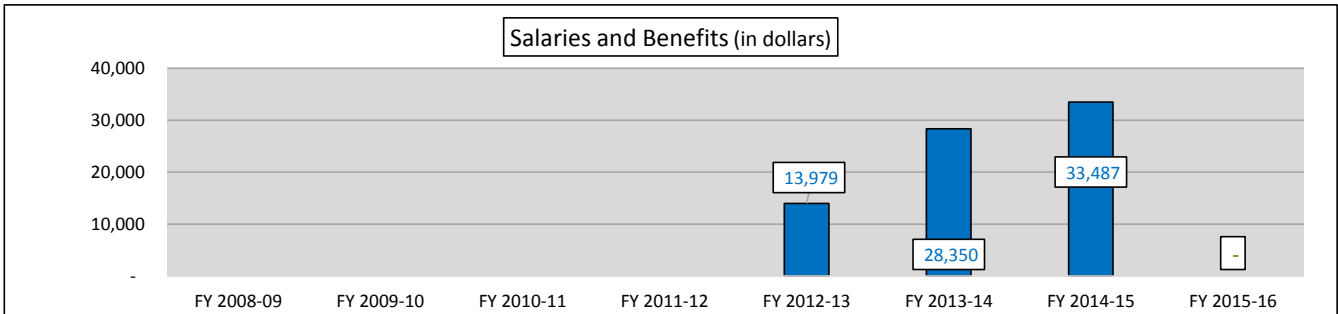
### Mission Statement

The purpose of the Bureau of Justice Assistance (BJA) Adult Drug Court Enhancement grant is to provide residential substance abuse treatment for participants in the mental health court programs who have co-occurring mental health and substance abuse problems and who are not eligible for the County's Program for Assertive Community Treatment (PACT) services.

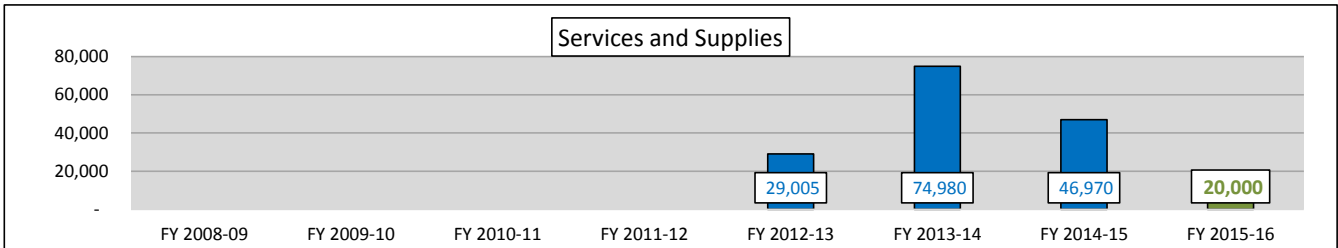
### FY 2015-16 Goals and Objectives

» Resolve the substance abuse issues of the non-PACT eligible mental health court participants

### FY 2015-16 APPROVED BUDGET



The salaries and benefits expenditure in FY 2014-15 was due to the coding of hours as part of the match component of the grant. No salaries and benefits are budgeted in FY 2015-16.



Unspent grant funds from FY 2014-15 are carried over to FY 2015-16.

### FY 2014-15 ACCOMPLISHMENTS

» Provided residential substance abuse treatment for participants in the mental health courts who were not eligible for the County's PACT program, thereby assisting them to overcome addiction and enhance their successful mental health treatment  
 » Increased public safety and saved justice system resources by reducing the recidivism of addicted, mentally ill offenders

Court Operations Manager  
**Paul Shapiro**  
 (657) 622-5820

Financial Planning Analyst  
**Julia Jim**  
 (657) 622-7875



## BJA Adult Drug Court Enhancement (2012-2015) (999909)

		FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
<b>EXPENDITURE HISTORY BY GL ACCOUNT</b>						
GL Account No.	GL Description	Actual	Actual	Actual	Actual	BUDGET
<b>Salaries and Benefits</b>						
900301	Salaries - permanent, non-judicial personnel	-	10,903	21,106	24,229	-
910302	Medicare	-	158	306	351	-
910503	Retiree health benefits	-	309	841	864	-
910604	Retirement - non-judicial staff	-	2,495	5,929	7,850	-
913301	Unemployment insurance	-	29	-	-	-
913699	Other insurance (e.g. vision)	-	85	168	192	-
	<b>SUBTOTAL - Salaries and Benefits</b>	<b>-</b>	<b>13,979</b>	<b>28,350</b>	<b>33,487</b>	<b>-</b>
<b>Services and Supplies</b>						
920299	Laboratory expense	-	-	8,106	-	-
931101	Travel - out-of-state	-	-	3,214	-	-
933101	Tuition and registration fees	-	-	2,900	-	-
938401	General consultant and professional services	-	29,005	60,760	46,970	20,000
	<b>SUBTOTAL - Services and Supplies</b>	<b>-</b>	<b>29,005</b>	<b>74,980</b>	<b>46,970</b>	<b>20,000</b>
	<b>TOTAL EXPENDITURES</b>	<b>-</b>	<b>42,984</b>	<b>103,330</b>	<b>80,457</b>	<b>20,000</b>

### STAFFING HISTORY BY CLASSIFICATION

Classification	Auth.		Auth.		Auth.		Auth.		Auth.	
	Positions	FTEs	Positions	FTEs	Positions	FTEs	Positions	FTEs	Positions	FTEs
<b>TOTAL STAFFING</b>	-	-	-	-	-	-	-	-	-	-

## Pretrial Services (999987)

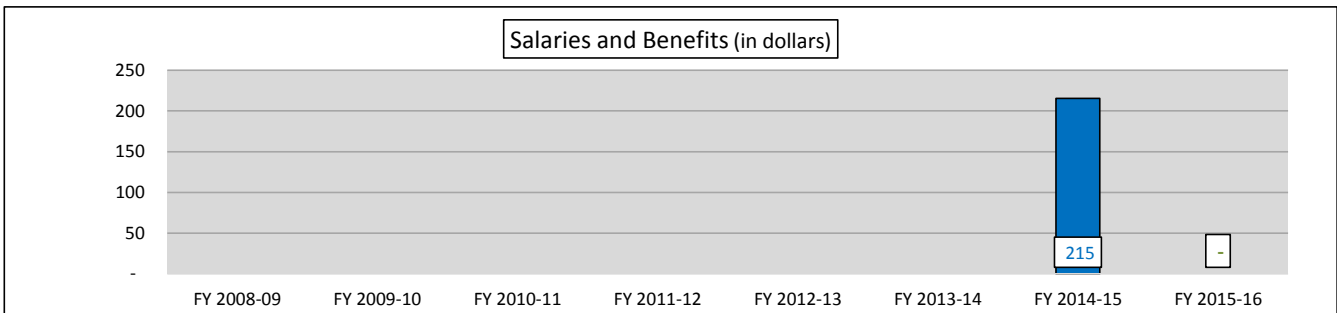
### Mission Statement

The purposes of the pretrial services program are to assist judicial officers in making informed pretrial release decisions by providing relevant information and a validated assessment, and to provide the option to issue pretrial release orders with a community supervision component.

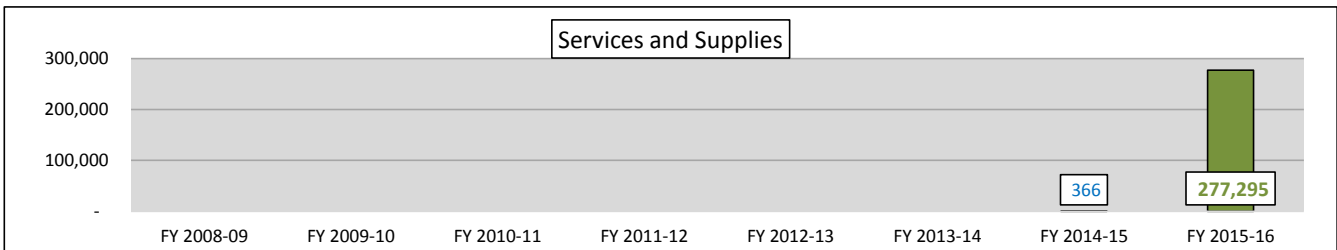
### FY 2015-16 Goals and Objectives

- » Modify how Orange County handles the in-custody pretrial target population
- » Reduce recidivism of adult defendants in the target population during the pretrial phase of case adjudication
- » Continue to ensure public safety

### FY 2015-16 APPROVED BUDGET



The salaries and benefits expenditure in FY 2014-15 was due to the coding of staff hours for tracking purposes. No salaries and benefits is budgeted in FY 2015-16.



Grant funds for FY 2015-16 are budgeted for the implementation of the pretrial services program.

### FY 2014-15 ACCOMPLISHMENTS

- » Established a project management team with representation from the Court and justice partners
- » Project management team attended the mandatory Pretrial Summit training in San Francisco
- » Initiated planning activities for the pretrial services program

Operations Director  
**Nora Sanchez**  
 (657) 622-7399

Financial Planning Analyst  
**Julia Jim**  
 (657) 622-7875

## Pretrial Services (999987)

		FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
<b>EXPENDITURE HISTORY BY GL ACCOUNT</b>						
GL Account No.	GL Description	Actual	Actual	Actual	Actual	BUDGET
<b>Salaries and Benefits</b>						
900301	Salaries - permanent, non-judicial personnel	-	-	-	148	-
910302	Medicare	-	-	-	2	-
910401	Dental insurance	-	-	-	1	-
910501	Health insurance	-	-	-	7	-
910503	Retiree health benefits	-	-	-	5	-
910604	Retirement - non-judicial staff	-	-	-	51	-
913501	Life insurance	-	-	-	0	-
913502	Long-term disability (LTD) insurance	-	-	-	1	-
913503	Accidental death and dismemberment (AD&D) insurance	-	-	-	0	-
<b>SUBTOTAL - Salaries and Benefits</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>215</b>	<b>-</b>
<b>Services and Supplies</b>						
920299	Laboratory expense	-	-	-	-	5,050
929299	Travel - in-state	-	-	-	366	2,931
933101	Tuition and registration fees	-	-	-	-	450
938401	General consultant and professional services	-	-	-	-	268,864
<b>SUBTOTAL - Services and Supplies</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>366</b>	<b>277,295</b>
<b>TOTAL EXPENDITURES</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>582</b>	<b>277,295</b>

### STAFFING HISTORY BY CLASSIFICATION

Classification	Auth.		Auth.		Auth.		Auth.		Auth.	
	Positions	FTEs	Positions	FTEs	Positions	FTEs	Positions	FTEs	Positions	FTEs
<b>TOTAL STAFFING</b>	-	-	-	-	-	-	-	-	-	-

# State Justice Institute (999988)

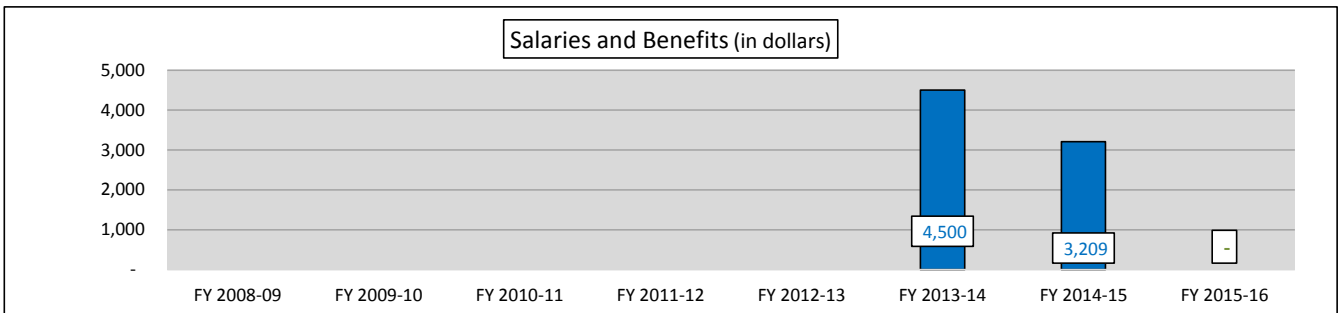
## Mission Statement

The State Justice Institute grant was awarded to the Court for the purpose of hosting the National Center for State Courts, Institute for Court Management (ICM) - Certified Court Manager Courses at a local site. By attending and completing the ICM courses, court managers will be provided with the opportunity to become Certified Court Managers and to enhance and streamline court processes by utilizing the skills and knowledge learned from these courses.

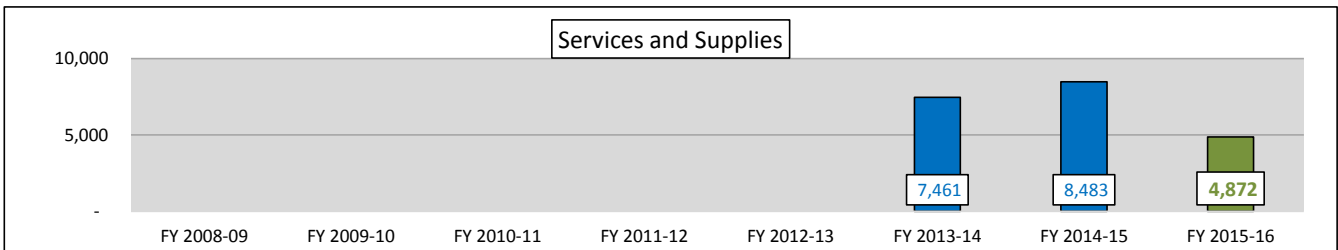
## FY 2015-16 Goals and Objectives

- » Complete the grant program by hosting one (last) ICM course
- » Provide up to 25 managers with the opportunity to attend the ICM course

## FY 2015-16 APPROVED BUDGET



The salaries and benefits expenditure was due to the coding of hours as part of the match component of the grant. No salaries and benefits is budgeted in FY 2015-16.



Unspent grant funds from FY 2014-15 are carried over to FY 2015-16.

## FY 2014-15 ACCOMPLISHMENTS

- » The Court hosted ICM Course "Court Performance Standards - CourTools" and trained 25 managers and supervisors.
- » The Court hosted ICM Course "Managing Technology Projects" and trained 23 managers and supervisors.

Cost Center Manager  
**Bud Whalen**  
 (657) 622-7701

Financial Planning Analyst  
**Julia Jim**  
 (657) 622-7875

## State Justice Institute (999988)

		FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
<b>EXPENDITURE HISTORY BY GL ACCOUNT</b>						
GL Account No.	GL Description	Actual	Actual	Actual	Actual	BUDGET
<b>Salaries and Benefits</b>						
900301	Salaries - permanent, non-judicial personnel	-	-	3,046	2,202	-
903301	Extra help	-	-	150	-	-
910302	Medicare	-	-	46	32	-
910501	Health insurance	-	-	258	162	-
910503	Retiree health benefits	-	-	121	81	-
910604	Retirement - non-judicial staff	-	-	851	713	-
913699	Other insurance (e.g. vision)	-	-	27	20	-
	<b>SUBTOTAL - Salaries and Benefits</b>	<b>-</b>	<b>-</b>	<b>4,500</b>	<b>3,209</b>	<b>-</b>
<b>Services and Supplies</b>						
920699	Office expense	-	-	99	243	-
921702	Meals / food	-	-	1,003	545	-
922399	Library purchases and subscriptions	-	-	531	1,652	1,642
924599	Printing	-	-	373	873	-
929210	Private car mileage	-	-	247	60	-
929299	Travel - in-state	-	-	1,558	1,510	1,830
933101	Tuition and registration fees	-	-	3,650	3,600	1,400
	<b>SUBTOTAL - Services and Supplies</b>	<b>-</b>	<b>-</b>	<b>7,461</b>	<b>8,483</b>	<b>4,872</b>
	<b>TOTAL EXPENDITURES</b>	<b>-</b>	<b>-</b>	<b>11,960</b>	<b>11,693</b>	<b>4,872</b>

### STAFFING HISTORY BY CLASSIFICATION

Classification	Auth.		Auth.		Auth.		Auth.		Auth.	
	Positions	FTEs	Positions	FTEs	Positions	FTEs	Positions	FTEs	Positions	FTEs
<b>TOTAL STAFFING</b>	-	-	-	-	-	-	-	-	-	-

# California Self-Help Center MOU (999992)

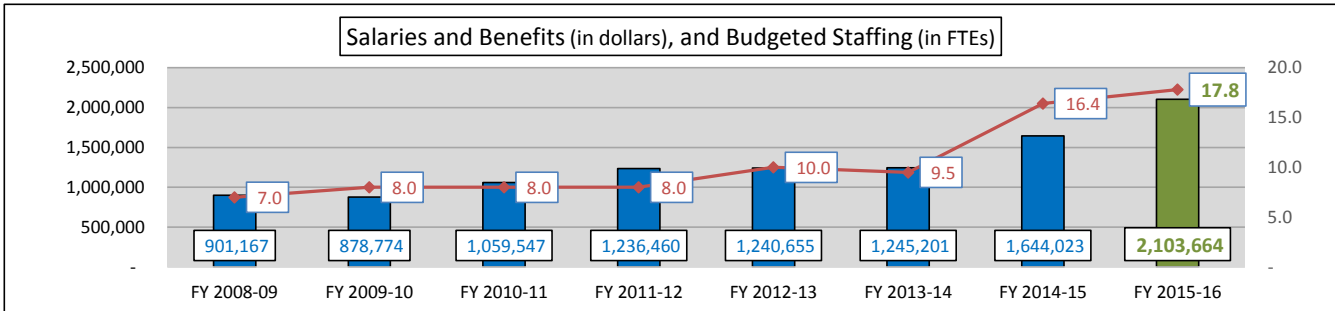
## Mission Statement

The Self-Help Services Unit provides services and legal procedural information to self-represented litigants in order to increase understanding, participation, and access to the justice system. The unit strives to enhance efficiencies and effectiveness of the Court.

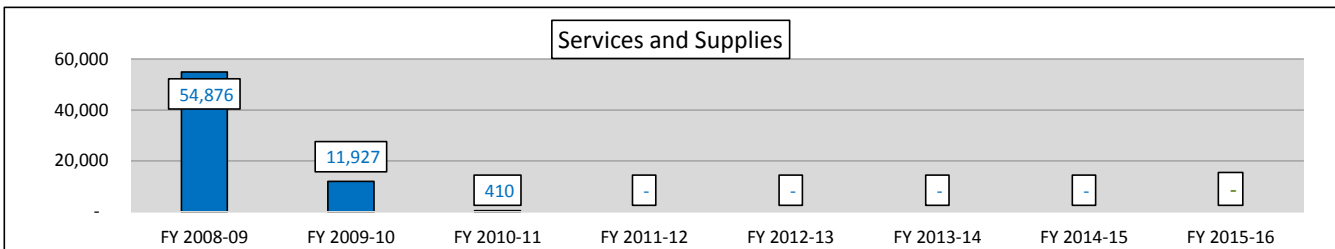
## FY 2015-16 Goals and Objectives

- » Fully staff and offer a variety of workshops and services at the newly opened Superior Court Service Center (SCSC)
- » Redesign Family Centered Case Resolution in collaboration with Family Law Operations and judicial officers
- » Implement the Self-Help customer relations management technology to allow better remote service for customers
- » Collaboratively develop a space plan for Lamoreaux Justice Center which more efficiently serves self-represented litigants
- » Comprehensively review the effectiveness of services and delivery methods. Identify and obtain appropriate resources for the level of services and number of locations

## FY 2015-16 APPROVED BUDGET



Staffing increased by 0.6 FTE Attorney/Assistant Facilitator and 1.0 FTE Paralegal. These increases, partially offset by a decrease of 0.2 Staff Assistant, will help Self-Help Services meet its increasing workload, including the provision of services at the new SCSC facility.



There are no services and supplies expended from this cost center.

## FY 2014-15 ACCOMPLISHMENTS

- » Developed and launched the on-line Small Claims Triage tool in collaboration with five other courts
- » Elder Law Temporary Restraining Order Clinic opened
- » Partnered with Public Law Center and Legal Aid Society of Orange County to fill gaps in services
- » Selected by SJI to participate in a study of remote and virtual services in seven states
- » Kicked off "My Court Card" Microsoft project

Cost Center Manager  
**Maria Livingston**  
 (657) 622-5085

Financial Planning Analyst  
**Daniel Kopp**  
 (657) 622-7737

## California Self-Help Center MOU (999992)

		FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
<b>EXPENDITURE HISTORY BY GL ACCOUNT</b>						
GL Account No.	GL Description	Actual	Actual	Actual	Actual	BUDGET
<b>Salaries and Benefits</b>						
900301	Salaries - permanent, non-judicial personnel	823,108	828,170	804,680	1,027,025	1,340,103
900328	Other pay (on call, differentials, VSIP)	10,421	14,617	12,312	17,986	19,713
903301	Extra help	-	-	-	20,248	-
908301	Overtime	-	-	306	110	-
910302	Medicare	12,064	12,166	11,995	15,713	19,720
910401	Dental insurance	5,827	6,226	5,487	7,187	9,701
910501	Health insurance	94,423	100,365	106,087	118,876	168,840
910503	Retiree health benefits	21,590	32,231	32,400	37,488	47,591
910604	Retirement - non-judicial staff	232,436	209,880	238,737	347,297	457,207
912501	Workers' compensation	7,714	8,219	8,408	11,138	-
913301	Unemployment insurance	2,250	2,204	-	-	-
913501	Life insurance	331	436	501	462	449
913502	Long-term disability (LTD) insurance	2,800	2,730	2,412	3,229	4,274
913503	Accidental death and dismemberment (AD&D) insurance	143	118	103	139	206
913699	Other insurance (e.g. vision)	2,353	3,132	3,671	4,365	5,760
913899	Other benefits (tuition reimb., OBP, parking)	21,000	20,160	18,104	32,761	30,100
<b>SUBTOTAL - Salaries and Benefits</b>		<b>1,236,460</b>	<b>1,240,655</b>	<b>1,245,201</b>	<b>1,644,023</b>	<b>2,103,664</b>
<b>Services and Supplies</b>						
<b>SUBTOTAL - Services and Supplies</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL EXPENDITURES</b>		<b>1,236,460</b>	<b>1,240,655</b>	<b>1,245,201</b>	<b>1,644,023</b>	<b>2,103,664</b>

### STAFFING HISTORY BY CLASSIFICATION

Classification	Auth.		Auth.		Auth.		Auth.		Auth.	
	Positions	FTEs	Positions	FTEs	Positions	FTEs	Positions	FTEs	Positions	FTEs
Attorney/Assistant Facilitator	4	4.0	5	5.0	5	5.0	8	7.4	8	8.0
Legal Processing Specialist I	1	1.0	-	-	-	-	-	-	1	1.0
Legal Processing Specialist II	1	1.0	3	3.0	3	3.0	5	4.8	4	3.8
Paralegal	1	1.0	1	1.0	1	1.0	4	3.4	3	3.5
Paralegal Trainee	-	-	-	-	-	-	-	-	2	0.9
Self Help Services Manager	-	-	-	-	1	0.5	1	0.6	-	0.6
Senior Research Attorney	1	1.0	1	1.0	-	-	-	-	-	-
Staff Assistant	-	-	-	-	-	-	-	0.2	-	-
<b>TOTAL STAFFING</b>	<b>8</b>	<b>8.0</b>	<b>10</b>	<b>10.0</b>	<b>10</b>	<b>9.5</b>	<b>18</b>	<b>16.4</b>	<b>18</b>	<b>17.8</b>

## Access to Visitation (999993)

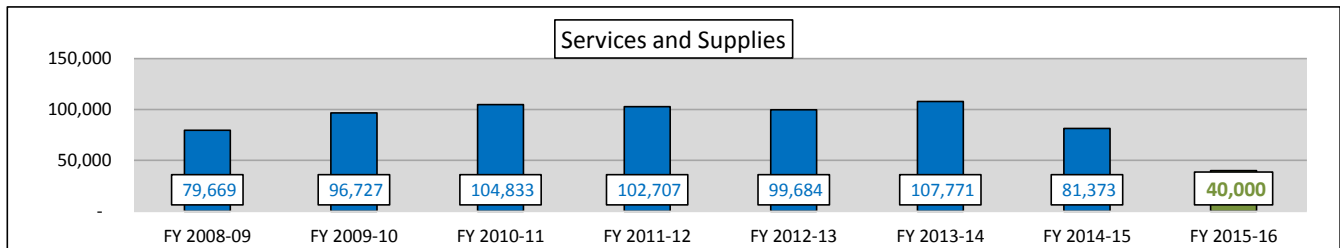
### Mission Statement

The purpose of the Access to Visitation grant, consistent with Family Code 324(b)(2)(G), is to provide funding in order to "promote and encourage healthy relationships between non-custodial or joint custodial parents and their children while ensuring the health, safety, and welfare of the children".

### FY 2015-16 Goals and Objectives

» Continue the provision of supervised visitation for non-custodial parents.

### FY 2015-16 APPROVED BUDGET



Services and supplies decreased because one of the two contract agencies chose to stop providing services for the Court. The grantor subsequently reduced the Court's annual award from \$100,000 to \$40,000.

### FY 2014-15 ACCOMPLISHMENTS

» Successfully provided supervised visitation for non-custodial parents who may, otherwise, not have seen their children.

Cost Center Manager  
**Jan Mueller**  
(657) 622-6147

Financial Planning Analyst  
**Daniel Kopp**  
(657) 622-7737



## Access to Visitation (999993)

		FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
<b>EXPENDITURE HISTORY BY GL ACCOUNT</b>						
GL Account No.	GL Description	Actual	Actual	Actual	Actual	BUDGET
<b>Salaries and Benefits</b>						
SUBTOTAL - Salaries and Benefits		-	-	-	-	-
<b>Services and Supplies</b>						
938401	General consultant and professional services	102,707	99,684	107,771	81,373	40,000
SUBTOTAL - Services and Supplies		102,707	99,684	107,771	81,373	40,000
TOTAL EXPENDITURES		102,707	99,684	107,771	81,373	40,000
<b>STAFFING HISTORY BY CLASSIFICATION</b>						
Classification		Auth. Positions FTEs	Auth. Positions FTEs	Auth. Positions FTEs	Auth. Positions FTEs	Auth. Positions FTEs
TOTAL STAFFING		- -	- -	- -	- -	- -

# Collaborative Justice (999995)

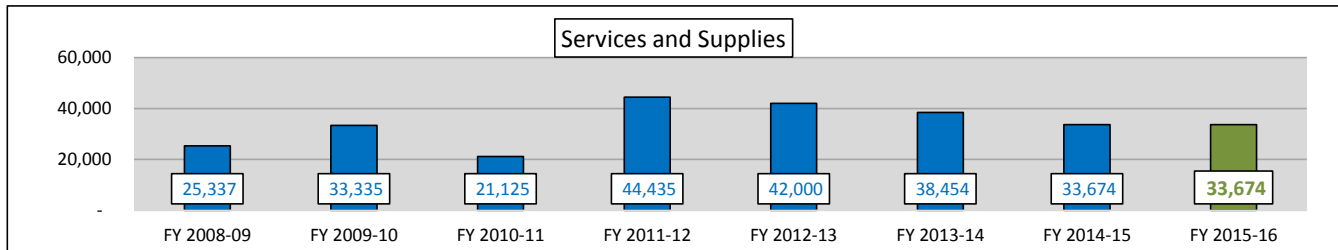
## Mission Statement

The purpose of the Substance Abuse Focus Grant is to support the Court's treatment court programs. These programs are collaborative efforts that can include, among other partners, the offices of the District Attorney and the Public Defender, the Probation Department, the Health Care Agency, and the Social Services Agency. These highly successful programs provide a treatment alternative for offenders who are involved in the court system because of substance abuse and/or mental health problems.

## FY 2015-16 Goals and Objectives

- » Enhance public safety
- » Reduce recidivism and its attendant costs to the justice system
- » Promote positive treatment outcomes

## FY 2015-16 APPROVED BUDGET



There are no significant changes to the services and supplies budget in FY 2015-16.

## FY 2014-15 ACCOMPLISHMENTS

- » Enhanced public safety by reducing crime
- » Significantly reduced the recidivism of addicted and mentally ill offenders
- » Saved tens of thousands of jail bed days and the associated costs to the justice system
- » Achieved positive therapeutic outcomes for hundreds of participants

Court Operations Manager  
**Paul Shapiro**  
(657) 622-5820

Financial Planning Analyst  
**Julia Jim**  
(657) 622-7875

## Collaborative Justice (999995)

		FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
<b>EXPENDITURE HISTORY BY GL ACCOUNT</b>						
GL Account No.	GL Description	Actual	Actual	Actual	Actual	BUDGET
<b>Salaries and Benefits</b>						
<b>SUBTOTAL - Salaries and Benefits</b>		-	-	-	-	-
<b>Services and Supplies</b>						
920299	Laboratory expense	39,304	35,150	29,804	33,393	29,174
920699	Office expense	1,800	-	-	-	-
929299	Travel - in-state	-	-	-	-	200
931101	Travel - out-of-state	1,730	2,650	-	-	-
933101	Tuition and registration fees	-	-	3,800	281	2,800
938401	General consultant and professional services	1,600	4,200	4,850	-	1,500
<b>SUBTOTAL - Services and Supplies</b>		<b>44,435</b>	<b>42,000</b>	<b>38,454</b>	<b>33,674</b>	<b>33,674</b>
<b>TOTAL EXPENDITURES</b>		<b>44,435</b>	<b>42,000</b>	<b>38,454</b>	<b>33,674</b>	<b>33,674</b>

### STAFFING HISTORY BY CLASSIFICATION

Classification	Auth.		Auth.		Auth.		Auth.	
	Positions	FTEs	Positions	FTEs	Positions	FTEs	Positions	FTEs
<b>TOTAL STAFFING</b>	-	-	-	-	-	-	-	-

## AB 1058 - Facilitator (999997)

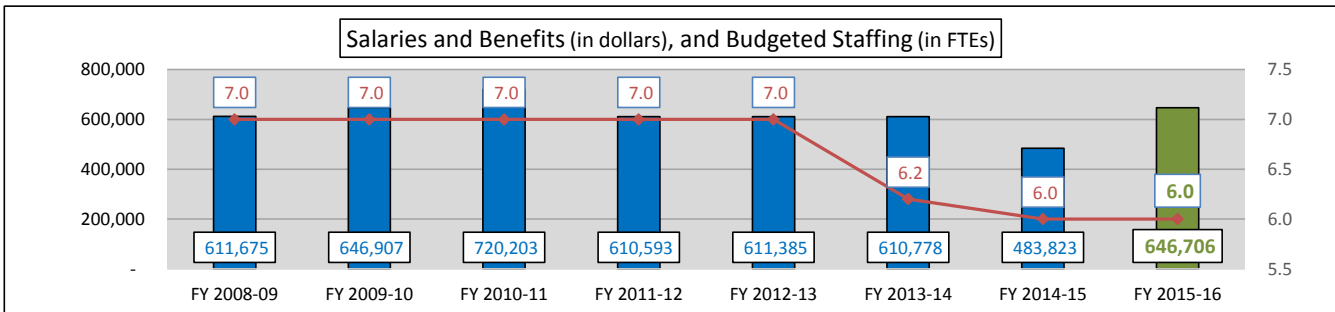
### Mission Statement

The Family Law Facilitator Program provides Self-Represented Litigants with services and procedural information related to child support, spousal support and health insurance issues pursuant to Family Code Sections 10,000 et sec. This program is a Title IV-D Partner and is committed to increasing understanding, participation, and access to the justice system for children and families while enhancing the efficiencies and effectiveness of the Court.

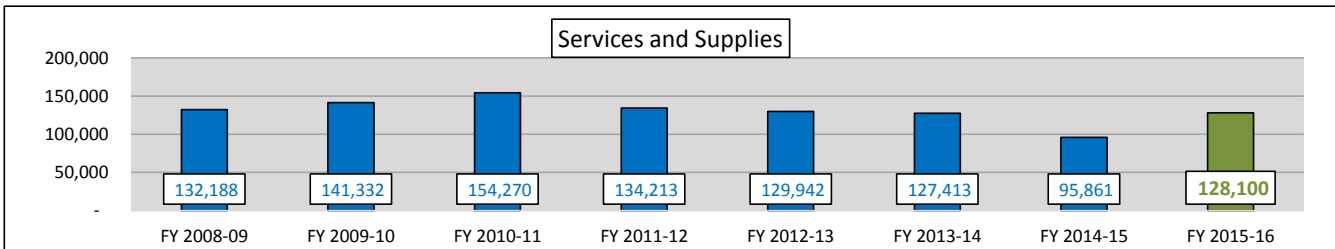
### FY 2015-16 Goals and Objectives

- » Continue partnership with Child Support Services Department (DCSS) by providing an Assistant Facilitator on-site
- » Provide additional services for Self-Represented Litigants who want to voluntarily establish parentage
- » Review all policies and procedures
- » Continue cross-training within the Self-Help Services unit
- » Provide for on-line workshop registration

### FY 2015-16 APPROVED BUDGET



There are no significant changes to the salaries and benefits budget in FY 2015-16. In FY 2014-15, intermittent vacancies resulted in salaries and benefits expenditures being less than originally budgeted.



There are no significant changes to the services and supplies budget in FY 2015-16.

### FY 2014-15 ACCOMPLISHMENTS

- » The Attorney/Assistant Facilitator at the Child Support Services Department partnership won a County award
- » Staff cross training within the unit increased the staff's knowledge of Title IV-D activities
- » Workshops for child support modifications enhanced efficiencies

Cost Center Manager  
**Maria Livingston**  
 (657) 622-5085

Financial Planning Analyst  
**Daniel Kopp**  
 (657) 622-7737

## AB 1058 - Facilitator (999997)

		FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
EXPENDITURE HISTORY BY GL ACCOUNT						
GL Account No.	GL Description	Actual	Actual	Actual	Actual	BUDGET
<b>Salaries and Benefits</b>						
900301	Salaries - permanent, non-judicial personnel	409,682	411,580	393,196	300,279	417,507
900320	Lump sum payouts (vacation, sick leave cash outs)	-	-	-	958	-
900328	Other pay (on call, differentials, VSIP)	4,141	3,046	3,672	3,031	2,884
908301	Overtime	-	-	1,087	363	-
910302	Medicare	6,052	6,054	5,934	4,789	6,096
910401	Dental insurance	2,386	3,015	2,466	1,899	2,707
910501	Health insurance	46,558	49,069	56,113	40,720	50,160
910503	Retiree health benefits	10,760	15,977	15,772	11,534	14,714
910604	Retirement - non-judicial staff	111,866	102,494	115,738	108,237	140,685
912501	Workers' compensation	4,410	4,479	4,321	3,253	-
913301	Unemployment insurance	1,115	1,063	-	-	-
913501	Life insurance	229	318	285	152	139
913502	Long-term disability (LTD) insurance	941	1,133	1,025	835	1,110
913503	Accidental death and dismemberment (AD&D) insurance	60	56	47	36	58
913699	Other insurance (e.g. vision)	2,055	1,892	2,031	1,679	2,246
913899	Other benefits (tuition reimb., OBP, parking)	10,338	11,209	9,093	6,059	8,400
	<b>SUBTOTAL - Salaries and Benefits</b>	<b>610,593</b>	<b>611,385</b>	<b>610,778</b>	<b>483,823</b>	<b>646,706</b>
<b>Services and Supplies</b>						
920599	Dues and memberships	1,200	1,140	1,520	531	1,140
920622	Copy paper	-	-	-	-	400
920699	Office expense	230	-	312	498	1,500
922399	Library purchases and subscriptions	-	-	269	-	-
922611	Equipment - computers	6,661	-	-	-	-
922799	Equipment - rents and leases	4,468	2,887	2,506	2,286	4,000
929210	Private car mileage	261	88	330	104	600
929299	Travel - in-state	1,224	2,665	587	465	1,600
933101	Tuition and registration fees	1,075	885	1,240	945	2,130
992001	Departmental indirect allocations	119,094	122,277	120,649	91,033	116,730
	<b>SUBTOTAL - Services and Supplies</b>	<b>134,213</b>	<b>129,942</b>	<b>127,413</b>	<b>95,861</b>	<b>128,100</b>
	<b>TOTAL EXPENDITURES</b>	<b>744,806</b>	<b>741,327</b>	<b>738,190</b>	<b>579,684</b>	<b>774,806</b>

### STAFFING HISTORY BY CLASSIFICATION

Classification	Auth.		Auth.		Auth.		Auth.		Auth.	
	Positions	FTEs	Positions	FTEs	Positions	FTEs	Positions	FTEs	Positions	FTEs
Administrative Analyst II	-	-	1	1.0	1	1.0	-	-	-	-
Attorney/Assistant Facilitator	2	2.0	1	1.0	1	1.0	2	2.0	2	2.0
Family Law Facilitator	1	1.0	1	1.0	-	-	-	-	-	-
Legal Processing Specialist II	3	3.0	3	3.0	2	2.0	2	2.2	2	2.2
Paralegal - Family Law Facilitator	1	1.0	1	1.0	1	0.5	-	0.6	1	0.3
Self Help Service Manager	-	-	-	-	-	0.5	-	0.4	1	0.4
Staff Assistant	-	-	-	-	1	1.0	1	0.8	-	-
<b>TOTAL STAFFING</b>	<b>7</b>	<b>7.0</b>	<b>7</b>	<b>7.0</b>	<b>6</b>	<b>6.2</b>	<b>5</b>	<b>6.0</b>	<b>6</b>	<b>6.0</b>

## AB 1058 - Commissioner (999998)

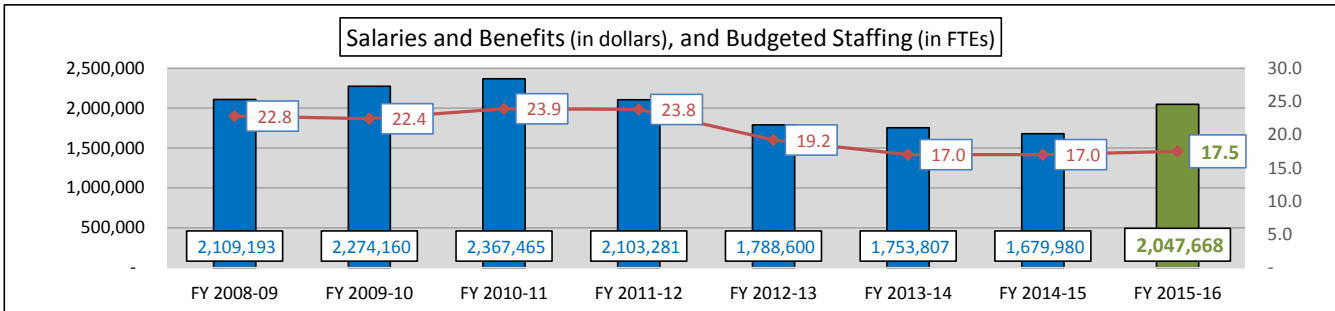
### Mission Statement

The Court Child Support Unit shares responsibilities with the Orange County Department of Child Support Services in relation to the Child Support Enforcement Program under Title IV-D of the Social Security Act. It ensures sufficient court calendar time and compliance with time frames for case processing as established by state and federal laws and regulations.

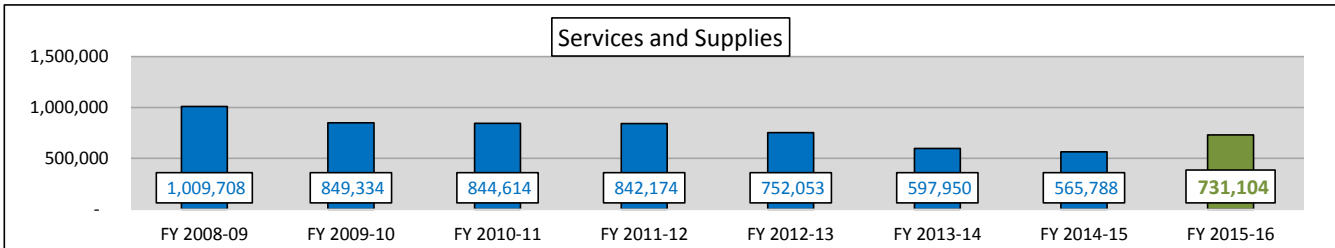
### FY 2015-16 Goals and Objectives

The FY 2015-2016 goals of the Court Child Support Unit are to maintain the workload at a current status while creating efficiencies that will allow the unit to operate within the monies provided by the grant; provide mandated and basic court clerk training to courtroom staff; and coordinate with the Department of Child Support Services to ensure compliance with child support and civil statutes.

### FY 2015-16 APPROVED BUDGET



The budgeted staffing increase includes the addition of 0.2 Court Reporter and 0.3 Superior Court Commissioner.



The expected increase in services and supplies in FY 2015-16 are mainly for courtroom security and indirect overhead.

### FY 2014-15 ACCOMPLISHMENTS

- » Increased staffing of one court reporter on Friday to handle the AB1058 courtroom contempt calendar assignment
- » Budget approved by Judicial Council for continued destruction of physical files by extra help staff
- » Staff participated in data clean up with warrants issued by AB1058 cases in anticipation of conversion to new case management system.

Court Operations Manager  
**Teri Thomas**  
 (657) 622-6106

Financial Planning Analyst  
**Daniel Kopp**  
 (657) 622-7737

## AB 1058 - Commissioner (999998)

		FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
<b>EXPENDITURE HISTORY BY GL ACCOUNT</b>						
GL Account No.	GL Description	Actual	Actual	Actual	Actual	BUDGET
<b>Salaries and Benefits</b>						
900301	Salaries - permanent, non-judicial personnel	951,314	779,339	714,512	696,061	883,363
900320	Lump sum payouts (vacation, sick leave cash outs)	5,096	1	15,634	32	-
900328	Other pay (on call, differentials, VSIP)	8,061	2,845	1,304	676	2,718
903301	Extra help	9,160	33,775	70,861	65,478	37,620
906303	Judicial officers - commissioners	457,648	422,454	371,268	341,858	433,177
908301	Overtime	-	1,802	31,033	15,540	-
910302	Medicare	19,201	14,833	16,194	14,877	19,130
910401	Dental insurance	3,093	3,586	3,369	2,720	3,102
910501	Health insurance	155,427	137,518	128,135	120,199	150,718
910503	Retiree health benefits	37,017	45,803	43,138	37,119	46,173
910604	Retirement - non-judicial staff	232,467	183,409	200,479	225,773	286,209
912301	Retirement - judicial officers	180,396	121,848	122,708	128,037	161,922
912501	Workers' compensation	14,921	13,544	13,519	11,894	-
913301	Unemployment insurance	3,870	3,225	-	-	-
913501	Life insurance	597	676	724	484	396
913502	Long-term disability (LTD) insurance	1,373	1,453	1,300	1,196	1,515
913503	Accidental death and dismemberment (AD&D) insurance	85	75	65	59	66
913699	Other insurance (e.g. vision)	10,056	8,914	8,856	8,470	9,184
913899	Other benefits (tuition reimb., OBP, parking)	13,500	13,500	10,708	9,506	12,375
	<b>SUBTOTAL - Salaries and Benefits</b>	<b>2,103,281</b>	<b>1,788,600</b>	<b>1,753,807</b>	<b>1,679,980</b>	<b>2,047,668</b>
<b>Services and Supplies</b>						
920622	Copy paper	2,974	1,975	1,221	2,605	3,000
920699	Office expense	383	-	3,145	2,526	3,000
922699	Equipment - under \$5,000	4,119	-	-	-	-
922799	Equipment - rents and leases	6,897	6,936	6,648	4,713	5,000
922899	Equipment - maintenance and repairs	-	-	-	271	-
924599	Printing	-	-	79	-	-
929210	Private car mileage	393	382	290	187	1,600
929299	Travel - in-state	1,360	3,240	1,916	938	5,000
933101	Tuition and registration fees	1,650	1,470	2,020	1,405	3,125
934510	Courtroom security - Sheriff-provided	391,062	384,865	254,269	249,242	338,175
935303	Janitorial - cleaning supplies	-	-	-	650	-
938504	Court interpreter - certified	126	126	-	-	-
938509	Court interpreter - mileage	9	9	-	-	-
938601	Court reporter services	20,760	689	689	1,895	2,000
943201	IT - maintenance, repairs, and supplies	199	-	-	239	600
992001	Departmental indirect allocations	412,243	357,720	327,674	303,236	369,604
999910	Prior year expense adjustments	-	(5,360)	-	(2,120)	-
	<b>SUBTOTAL - Services and Supplies</b>	<b>842,174</b>	<b>752,054</b>	<b>597,950</b>	<b>565,788</b>	<b>731,104</b>
	<b>TOTAL EXPENDITURES</b>	<b>2,945,455</b>	<b>2,540,654</b>	<b>2,351,757</b>	<b>2,245,769</b>	<b>2,778,772</b>

### STAFFING HISTORY BY CLASSIFICATION

Classification	Auth.		Auth.		Auth.		Auth.		Auth.	
	Positions	FTEs	Positions	FTEs	Positions	FTEs	Positions	FTEs	Positions	FTEs
Court Interpreter	1	1.1	2	2.2	1	1.2	1	1.2	1	1.2
Court Reporter	2	2.5	1	1.0	1	0.3	-	0.3	-	0.5
Courtroom Operations Supervisor	1	1.0	1	1.0	1	1.0	1	1.0	1	1.0
Data Entry Specialist	3	3.0	2	2.0	2	2.0	2	2.0	2	2.0
Legal Processing Specialist II	7	7.0	6	6.0	6	6.0	6	6.0	6	6.0
Office Assistant	1	2.2	-	-	-	-	-	-	-	-
Superior Court Clerk I	-	-	1	1.0	-	-	-	-	-	-
Superior Court Clerk II	-	-	-	-	1	1.0	1	1.0	1	1.0
Superior Court Clerk III	4	4.0	3	3.0	3	3.0	3	3.0	3	3.0
Superior Court Commissioner	3	3.0	3	3.0	2	2.5	2	2.5	2	2.8
<b>TOTAL STAFFING</b>	<b>22</b>	<b>23.8</b>	<b>19</b>	<b>19.2</b>	<b>17</b>	<b>17.0</b>	<b>16</b>	<b>17.0</b>	<b>16</b>	<b>17.5</b>



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# **DISCONTINUED COST CENTERS**

## Program Management Office (302400)

		FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
<b>EXPENDITURE HISTORY BY GL ACCOUNT</b>						
GL Account No.	GL Description	Actual	Actual	Actual	Actual	BUDGET
<b>Salaries and Benefits</b>						
900301	Salaries - permanent, non-judicial personnel	1,010,729	590,928	-	-	-
900320	Lump sum payouts (vacation, sick leave cash outs)	12,307	20,795	-	-	-
900328	Other pay (on call, differentials, VSIP)	-	1,000	-	-	-
903301	Extra help	10,695	-	-	-	-
908301	Overtime	3,379	3,760	-	-	-
910302	Medicare	13,785	7,933	-	-	-
910401	Dental insurance	2,025	1,914	-	-	-
910501	Health insurance	101,850	52,577	-	-	-
910503	Retiree health benefits	25,792	22,419	-	-	-
910604	Retirement - non-judicial staff	256,527	143,056	-	-	-
913301	Unemployment insurance	2,835	1,615	-	-	-
913501	Life insurance	331	291	-	-	-
913502	Long-term disability (LTD) insurance	699	662	-	-	-
913503	Accidental death and dismemberment (AD&D) insurance	52	36	-	-	-
913699	Other insurance (e.g. vision)	7,017	3,223	-	-	-
913899	Other benefits (tuition reimb., OBP, parking)	7,000	7,000	-	-	-
	<b>SUBTOTAL - Salaries and Benefits</b>	<b>1,455,023</b>	<b>857,209</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Services and Supplies</b>						
921702	Meals / food	130	-	-	-	-
921704	Special events / employee appreciation	-	50	-	-	-
929210	Private car mileage	1,051	346	-	-	-
929299	Travel - in-state	1,683	-	-	-	-
943301	IT - commercial contracts	558,001	542,385	-	-	-
943502	IT - software and license fees	33,114	30,634	-	-	-
	<b>SUBTOTAL - Services and Supplies</b>	<b>593,980</b>	<b>573,415</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>TOTAL EXPENDITURES</b>	<b>2,049,003</b>	<b>1,430,623</b>	<b>-</b>	<b>-</b>	<b>-</b>

### STAFFING HISTORY BY CLASSIFICATION

Classification	Auth.		Auth.		Auth.		Auth.		Auth.	
	Positions	FTEs	Positions	FTEs	Positions	FTEs	Positions	FTEs	Positions	FTEs
Administrative Assistant II	1	1.0	1	1.0						
Applications Developer III	1	1.0	1	1.0						
Business Systems Analyst I	3	3.0	4	4.0						
Business Systems Analyst II	1	1.0	1	1.0						
Court Technology Manager I	1	1.0	1	1.0						
Legal Processing Specialist II	1	1.0	-	-						
Principal Administrative Analyst	1	1.0	1	0.5						
Program Coordinator/Specialist	1	1.0	-	-						
Senior Business Systems Analyst	1	1.0	-	-						
Superior Court Clerk II	1	1.0	-	-						
Technical Writer	1	1.0	-	-						
Training & Procedure Specialist	1	1.0	-	-						
<b>TOTAL STAFFING</b>	<b>14</b>	<b>14.0</b>	<b>9</b>	<b>8.5</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

## CTS - Infrastructure and End-User Support Services (303210)

		FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
<b>EXPENDITURE HISTORY BY GL ACCOUNT</b>						
GL Account No.	GL Description	Actual	Actual	Actual	Actual	BUDGET
<b>Salaries and Benefits</b>						
900301	Salaries - permanent, non-judicial personnel	139,604	144,430	145,179	137,948	-
900320	Lump sum payouts (vacation, sick leave cash outs)	6,953	-	2,781	-	-
900328	Other pay (on call, differentials, VSIP)	-	1,250	-	-	-
908301	Overtime	-	-	278	3,685	-
910302	Medicare	2,178	2,126	2,161	2,067	-
910401	Dental insurance	942	1,141	1,157	1,077	-
910501	Health insurance	7,760	8,291	8,771	8,413	-
910503	Retiree health benefits	3,671	5,543	5,755	4,935	-
910604	Retirement - non-judicial staff	41,654	37,230	43,594	47,572	-
913301	Unemployment insurance	402	377	-	-	-
913501	Life insurance	146	184	225	155	-
913502	Long-term disability (LTD) insurance	419	498	508	483	-
913503	Accidental death and dismemberment (AD&D) insurance	23	22	22	21	-
913899	Other benefits (tuition reimb., OBP, parking)	3,500	3,500	3,500	3,500	-
	<b>SUBTOTAL - Salaries and Benefits</b>	<b>207,252</b>	<b>204,591</b>	<b>213,931</b>	<b>209,856</b>	<b>-</b>
<b>Services and Supplies</b>						
920699	Office expense	10	-	-	-	-
921704	Special events / employee appreciation	-	-	3	-	-
929210	Private car mileage	183	-	-	-	-
929299	Travel - in-state	20	-	-	-	-
	<b>SUBTOTAL - Services and Supplies</b>	<b>213</b>	<b>-</b>	<b>3</b>	<b>-</b>	<b>-</b>
	<b>TOTAL EXPENDITURES</b>	<b>207,466</b>	<b>204,591</b>	<b>213,933</b>	<b>209,856</b>	<b>-</b>

### STAFFING HISTORY BY CLASSIFICATION

Classification	Auth.		Auth.		Auth.		Auth.		Auth.	
	Positions	FTEs	Positions	FTEs	Positions	FTEs	Positions	FTEs	Positions	FTEs
Court Technology Director	1	1.0	1	1.0	1	1.0	1	1.0	-	-
<b>TOTAL STAFFING</b>	<b>1</b>	<b>1.0</b>	<b>1</b>	<b>1.0</b>	<b>1</b>	<b>1.0</b>	<b>1</b>	<b>1.0</b>	<b>-</b>	<b>-</b>

## CTS - Phones and Special Projects (303220)

		FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
<b>EXPENDITURE HISTORY BY GL ACCOUNT</b>						
GL Account No.	GL Description	Actual	Actual	Actual	Actual	BUDGET
<b>Salaries and Benefits</b>						
900301	Salaries - permanent, non-judicial personnel	299,635	192,122	124,715	-	-
900320	Lump sum payouts (vacation, sick leave cash outs)	1,779	1,150	-	-	-
900328	Other pay (on call, differentials, VSIP)	-	2,159	743	-	-
908301	Overtime	4,012	891	17,473	-	-
910302	Medicare	4,409	2,925	1,999	-	-
910401	Dental insurance	919	1,107	41	-	-
910501	Health insurance	23,369	10,694	16,121	-	-
910503	Retiree health benefits	7,766	7,485	4,973	-	-
910604	Retirement - non-judicial staff	77,672	47,925	35,174	-	-
913301	Unemployment insurance	823	498	-	-	-
913501	Life insurance	141	177	(1)	-	-
913502	Long-term disability (LTD) insurance	335	391	14	-	-
913503	Accidental death and dismemberment (AD&D) insurance	22	21	(0)	-	-
913699	Other insurance (e.g. vision)	1,318	590	898	-	-
913899	Other benefits (tuition reimb., OBP, parking)	3,500	3,500	-	-	-
	<b>SUBTOTAL - Salaries and Benefits</b>	<b>425,701</b>	<b>271,637</b>	<b>202,151</b>	<b>-</b>	<b>-</b>
<b>Services and Supplies</b>						
920699	Office expense	-	68	-	-	-
921599	Advertising expense	748	822	953	0	-
921702	Meals / food	30	-	-	-	-
921704	Special events / employee appreciation	-	20	5	-	-
922603	Equipment - office furniture	-	677	-	-	-
922611	Equipment - computers	-	4,355	291	-	-
922699	Equipment - under \$5,000	-	-	12,733	-	-
925101	Telecommunications	208,501	408,264	190,003	0	-
929210	Private car mileage	1,036	-	313	-	-
933101	Tuition and registration fees	270	4,990	-	-	-
943201	IT - maintenance, repairs, and supplies	49,533	80,910	101,771	-	-
943301	IT - commercial contracts	-	401,966	-	-	-
943502	IT - software and license fees	7,989	57,450	1,600	-	-
999910	Prior year expense adjustments	-	-	-	(5,927)	-
	<b>SUBTOTAL - Services and Supplies</b>	<b>268,106</b>	<b>959,522</b>	<b>307,668</b>	<b>(5,927)</b>	<b>-</b>
	<b>TOTAL EXPENDITURES</b>	<b>693,807</b>	<b>1,231,158</b>	<b>509,819</b>	<b>(5,927)</b>	<b>-</b>

### STAFFING HISTORY BY CLASSIFICATION

Classification	Auth.		Auth.		Auth.		Auth.		Auth.	
	Positions	FTEs	Positions	FTEs	Positions	FTEs	Positions	FTEs	Positions	FTEs
Court Technology Manager I	1	1.0	1	1.0	1	-	-	-	-	-
Telecommunications Technician I	1	1.0	1	1.0	1	1.0	-	-	-	-
Telecommunications Technician II	2	2.0	-	-	-	-	-	-	-	-
<b>TOTAL STAFFING</b>	<b>4</b>	<b>4.0</b>	<b>2</b>	<b>2.0</b>	<b>2</b>	<b>1.0</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

## CTS - Database Administration (303240)

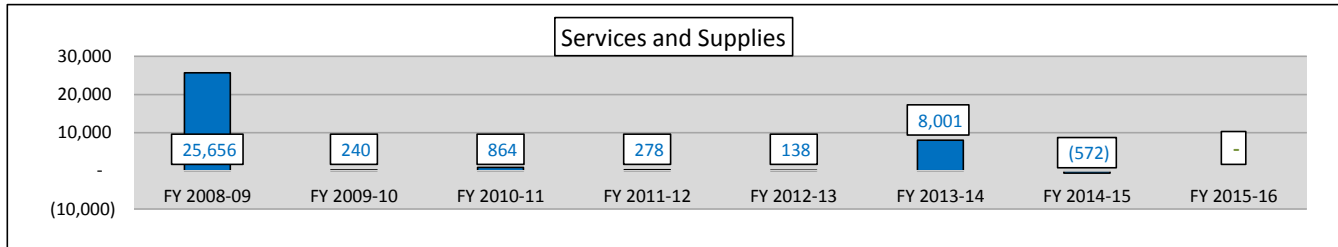
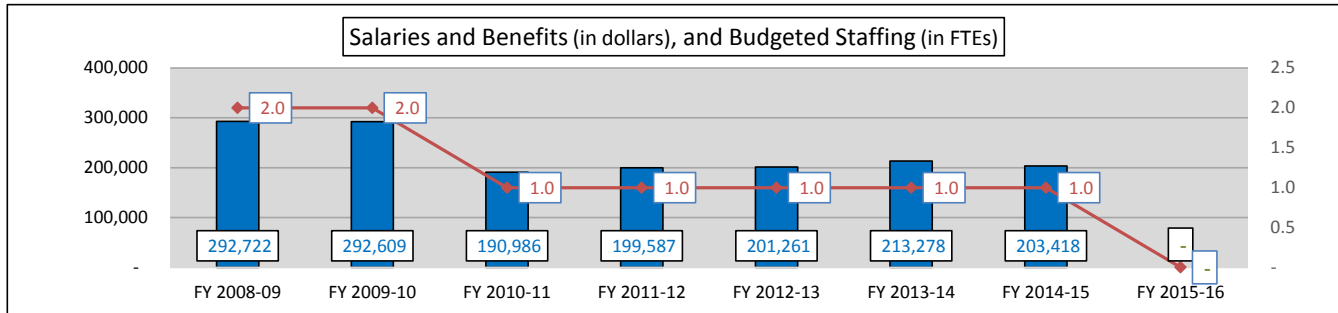
		FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
<b>EXPENDITURE HISTORY BY GL ACCOUNT</b>						
GL Account No.	GL Description	Actual	Actual	Actual	Actual	BUDGET
<b>Salaries and Benefits</b>						
900301	Salaries - permanent, non-judicial personnel	302,763	290,202	196,458	-	-
900320	Lump sum payouts (vacation, sick leave cash outs)	1,157	890	-	-	-
900328	Other pay (on call, differentials, VSIP)	-	846	2,509	-	-
908301	Overtime	10,861	4,760	26,797	(121)	-
910302	Medicare	4,572	4,310	3,284	-	-
910501	Health insurance	26,843	28,254	22,270	-	-
910503	Retiree health benefits	7,922	11,092	7,976	-	-
910604	Retirement - non-judicial staff	73,476	68,267	56,232	-	-
913301	Unemployment insurance	848	777	-	-	-
913699	Other insurance (e.g. vision)	1,880	1,796	1,176	-	-
	<b>SUBTOTAL - Salaries and Benefits</b>	<b>430,322</b>	<b>411,195</b>	<b>316,701</b>	<b>(121)</b>	<b>-</b>
<b>Services and Supplies</b>						
920699	Office expense	30	-	-	-	-
921704	Special events / employee appreciation	-	-	10	-	-
929210	Private car mileage	304	-	-	-	-
929299	Travel - in-state	32	-	-	-	-
933101	Tuition and registration fees	-	5,450	1,398	-	-
943502	IT - software and license fees	-	4,936	1,233	-	-
	<b>SUBTOTAL - Services and Supplies</b>	<b>366</b>	<b>10,386</b>	<b>2,640</b>	<b>-</b>	<b>-</b>
	<b>TOTAL EXPENDITURES</b>	<b>430,688</b>	<b>421,581</b>	<b>319,341</b>	<b>(121)</b>	<b>-</b>

### STAFFING HISTORY BY CLASSIFICATION

Classification	Auth.		Auth.		Auth.		Auth.		Auth.	
	Positions	FTEs	Positions	FTEs	Positions	FTEs	Positions	FTEs	Positions	FTEs
Database Administrator I	1	1.0	1	1.0	1	1.0	-	-	-	-
Database Administrator II	1	1.0	1	1.0	1	1.0	-	-	-	-
Network Administrator II	1	1.0	1	1.0	-	-	-	-	-	-
<b>TOTAL STAFFING</b>	<b>3</b>	<b>3.0</b>	<b>3</b>	<b>3.0</b>	<b>2</b>	<b>2.0</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

## CTS - DMS, Smartforms and Legacy CMS (303310)

### PRIOR YEAR EXPENDITURES



### FY 2014-15 ACCOMPLISHMENTS

The focus of this cost center is to provide general oversight of three other cost centers (Vision, Document Management Systems, and SmartForms/Banner/ Process/Quality Assurance) and the Electronic Criminal Environment program.

- » Provided maintenance and support consistent with Court priorities for Adobe LiveCycle Forms (SmartForms), the Criminal/Traffic Case Management System (Vision), and FileNet applications/systems.
- » Migrated case document images for Banner Family Law and Juvenile to Tyler's Odyssey CMS product; completed integration of Family Law "SmartForms" with Odyssey.
- » Served as the technology program manager for the Electronic Criminal Environment, providing leadership support to project managers for the following implemented projects: e-Citations, eWarrants, OneOC (community service), Criminal ELF (judicial case file access), DAI Lite (district attorney filing of documents), Criminal Imaging (digitizing paper case documents), Public/Attorney Document Access (case file access to electronic documents).
- » Implemented e-Citations with 17 police departments and the Orange County Sheriff's Department (OCSD); implemented e-Warrants with OCSD for bench warrants and warrants of arrest
- » Migrated primary storage for images from optical to magnetic media for probate, public offenses, and domestic violence.

Cost Center Manager  
**N/A**

Financial Planning Analyst  
**Katrina Coreces**  
(657) 622-7739

## CTS - DMS, Smartforms and Legacy CMS (303310)

		FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
<b>EXPENDITURE HISTORY BY GL ACCOUNT</b>						
GL Account No.	GL Description	Actual	Actual	Actual	Actual	BUDGET
<b>Salaries and Benefits</b>						
900301	Salaries - permanent, non-judicial personnel	136,929	144,430	145,179	137,948	-
900320	Lump sum payouts (vacation, sick leave cash outs)	5,349	-	5,562	-	-
900328	Other pay (on call, differentials, VSIP)	-	1,000	-	-	-
908301	Overtime	-	-	-	626	-
910302	Medicare	2,149	2,158	2,234	2,054	-
910401	Dental insurance	942	1,141	1,157	1,077	-
910501	Health insurance	4,915	5,251	5,542	5,048	-
910503	Retiree health benefits	3,630	5,536	5,755	4,935	-
910604	Retirement - non-judicial staff	41,189	37,166	43,594	47,572	-
913301	Unemployment insurance	398	376	-	-	-
913501	Life insurance	146	184	225	155	-
913502	Long-term disability (LTD) insurance	419	498	508	483	-
913503	Accidental death and dismemberment (AD&D) insurance	23	22	22	21	-
913899	Other benefits (tuition reimb., OBP, parking)	3,500	3,500	3,500	3,500	-
	<b>SUBTOTAL - Salaries and Benefits</b>	<b>199,587</b>	<b>201,261</b>	<b>213,278</b>	<b>203,418</b>	<b>-</b>
<b>Services and Supplies</b>						
921702	Meals / food	10	-	-	-	-
921704	Special events / employee appreciation	-	10	5	-	-
929210	Private car mileage	268	122	196	228	-
929299	Travel - in-state	-	6	-	-	-
933101	Tuition and registration fees	-	-	7,800	-	-
999910	Prior year expense adjustments	-	-	-	(800)	-
	<b>SUBTOTAL - Services and Supplies</b>	<b>278</b>	<b>138</b>	<b>8,001</b>	<b>(572)</b>	<b>-</b>
	<b>TOTAL EXPENDITURES</b>	<b>199,865</b>	<b>201,399</b>	<b>221,278</b>	<b>202,846</b>	<b>-</b>

### STAFFING HISTORY BY CLASSIFICATION

Classification	Auth.		Auth.		Auth.		Auth.		Auth.	
	Positions	FTEs	Positions	FTEs	Positions	FTEs	Positions	FTEs	Positions	FTEs
Court Technology Director	1	1.0	1	1.0	1	1.0	1	1.0	-	-
<b>TOTAL STAFFING</b>	<b>1</b>	<b>1.0</b>	<b>1</b>	<b>1.0</b>	<b>1</b>	<b>1.0</b>	<b>1</b>	<b>1.0</b>	<b>-</b>	<b>-</b>

## CTS - Departmental Applications Support (303320)

		FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
<b>EXPENDITURE HISTORY BY GL ACCOUNT</b>						
GL Account No.	GL Description	Actual	Actual	Actual	Actual	BUDGET
<b>Salaries and Benefits</b>						
900301	Salaries - permanent, non-judicial personnel	564,714	356,360	543,811	581,801	-
900320	Lump sum payouts (vacation, sick leave cash outs)	14,972	5,762	9,466	9,655	-
900328	Other pay (on call, differentials, VSIP)	-	410	1,085	39	-
908301	Overtime	5,243	1,164	36,827	17,122	-
910302	Medicare	8,381	5,251	8,446	8,665	-
910401	Dental insurance	1,381	1,179	1,157	1,034	-
910501	Health insurance	59,568	28,415	51,664	58,337	-
910503	Retiree health benefits	17,032	15,041	21,679	20,860	-
910604	Retirement - non-judicial staff	144,156	87,260	155,124	191,422	-
913301	Unemployment insurance	1,570	927	-	-	-
913501	Life insurance	197	189	225	151	-
913502	Long-term disability (LTD) insurance	380	387	388	370	-
913503	Accidental death and dismemberment (AD&D) insurance	31	22	22	20	-
913699	Other insurance (e.g. vision)	3,123	1,624	2,849	3,117	-
913899	Other benefits (tuition reimb., OBP, parking)	3,500	3,500	3,500	3,500	-
	<b>SUBTOTAL - Salaries and Benefits</b>	<b>824,248</b>	<b>507,490</b>	<b>836,244</b>	<b>896,094</b>	<b>-</b>
<b>Services and Supplies</b>						
921702	Meals / food	57	-	-	-	-
921704	Special events / employee appreciation	-	25	25	35	-
922399	Library purchases and subscriptions	-	163	-	-	-
922611	Equipment - computers	-	-	16,389	-	-
922699	Equipment - under \$5,000	-	-	6,281	-	-
929210	Private car mileage	458	249	179	-	-
929299	Travel - in-state	274	-	18	-	-
933101	Tuition and registration fees	634	-	-	-	-
943201	IT - maintenance, repairs, and supplies	10,257	-	-	-	-
943301	IT - commercial contracts	163,761	17,775	-	-	-
943502	IT - software and license fees	9,766	152,472	625,784	390,691	-
945301	Major equipment - non-IT	90,581	-	-	-	-
999910	Prior year expense adjustments	-	-	-	(36,075)	-
	<b>SUBTOTAL - Services and Supplies</b>	<b>275,789</b>	<b>170,685</b>	<b>648,676</b>	<b>354,651</b>	<b>-</b>
	<b>TOTAL EXPENDITURES</b>	<b>1,100,037</b>	<b>678,175</b>	<b>1,484,920</b>	<b>1,250,744</b>	<b>-</b>

### STAFFING HISTORY BY CLASSIFICATION

Classification	Auth.		Auth.		Auth.		Auth.		Auth.	
	Positions	FTEs	Positions	FTEs	Positions	FTEs	Positions	FTEs	Positions	FTEs
Applications Developer II	2	2.0	2	2.0	2	2.0	2	2.0	-	-
Applications Developer III	1	1.0	-	-	2	2.0	2	2.0	-	-
Business Systems Analyst I	1	1.0	-	-	-	-	-	-	-	-
Business Systems Analyst II	-	-	-	-	-	-	1	1.0	-	-
Court Technology Manager	1	1.0	1	1.0	1	1.0	1	1.0	-	-
Senior Business Systems Analyst	-	-	-	-	-	-	1	1.0	-	-
<b>TOTAL STAFFING</b>	<b>5</b>	<b>5.0</b>	<b>3</b>	<b>3.0</b>	<b>5</b>	<b>5.0</b>	<b>7</b>	<b>7.0</b>	<b>-</b>	<b>-</b>



## CTS - Web Application Development and Support Division (303410)

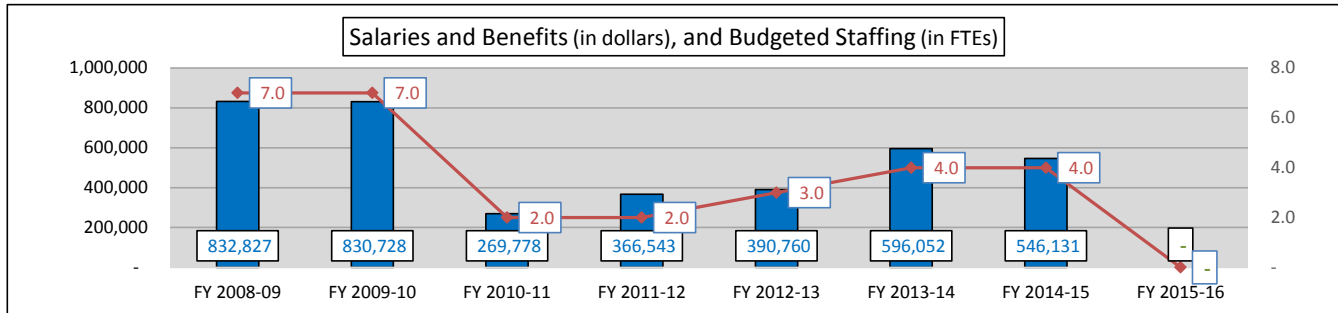
		FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
<b>EXPENDITURE HISTORY BY GL ACCOUNT</b>						
GL Account No.	GL Description	Actual	Actual	Actual	Actual	BUDGET
<b>Salaries and Benefits</b>						
900301	Salaries - permanent, non-judicial personnel	128,579	134,881	137,808	93,523	-
900320	Lump sum payouts (vacation, sick leave cash outs)	6,404	-	5,280	32,532	-
908301	Overtime	-	-	5,544	264	-
910302	Medicare	-	-	-	291	-
910401	Dental insurance	942	1,141	1,157	773	-
910501	Health insurance	8,161	6,448	4,744	3,990	-
910503	Retiree health benefits	3,382	5,149	5,496	3,430	-
910604	Retirement - non-judicial staff	38,422	34,583	41,630	32,428	-
913301	Unemployment insurance	371	349	-	-	-
913501	Life insurance	146	184	225	122	-
913502	Long-term disability (LTD) insurance	386	465	482	327	-
913503	Accidental death and dismemberment (AD&D) insurance	23	22	22	14	-
913899	Other benefits (tuition reimb., OBP, parking)	3,500	3,500	3,500	3,500	-
<b>SUBTOTAL - Salaries and Benefits</b>		<b>190,315</b>	<b>186,720</b>	<b>205,888</b>	<b>171,194</b>	<b>-</b>
<b>Services and Supplies</b>						
921702	Meals / food	10	-	-	-	-
921704	Special events / employee appreciation	-	1	5	-	-
929210	Private car mileage	641	450	-	-	-
929299	Travel - in-state	563	-	-	-	-
933101	Tuition and registration fees	50	-	3,500	-	-
<b>SUBTOTAL - Services and Supplies</b>		<b>1,264</b>	<b>451</b>	<b>3,505</b>	<b>-</b>	<b>-</b>
<b>TOTAL EXPENDITURES</b>		<b>191,579</b>	<b>187,172</b>	<b>209,393</b>	<b>171,194</b>	<b>-</b>

### STAFFING HISTORY BY CLASSIFICATION

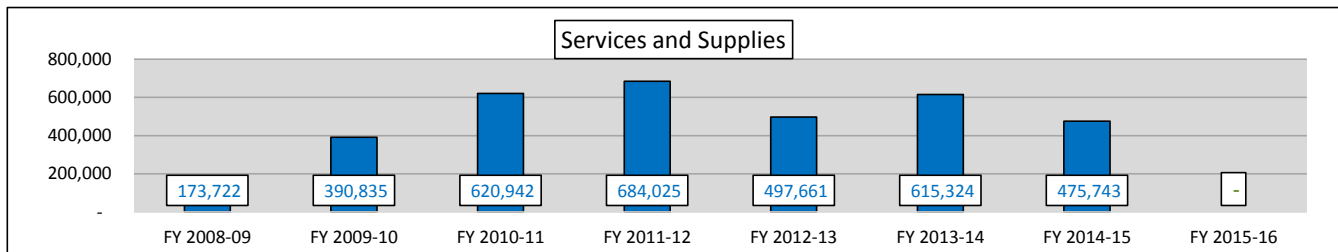
Classification	Auth.		Auth.		Auth.		Auth.		Auth.	
	Positions	FTEs	Positions	FTEs	Positions	FTEs	Positions	FTEs	Positions	FTEs
Court Technology Director	1	1.0	1	1.0	1	1.0	1	1.0	-	-
<b>TOTAL STAFFING</b>	<b>1</b>	<b>1.0</b>	<b>1</b>	<b>1.0</b>	<b>1</b>	<b>1.0</b>	<b>1</b>	<b>1.0</b>	<b>-</b>	<b>-</b>

## CTS - Document Management Systems (303420)

### PRIOR YEAR EXPENDITURES



The salaries and benefits variance was due to a staff retirement and keeping the position vacant for five (5) months. Required payouts for vacation and sick leave, as well as compensatory time that was awarded as a result of negotiations. Provided Operations overtime support to catch up on their document scanning during fiscal year 14-15. Budget for mileage was centralized to the CTS Administration cost center (303100). The Cost Center 303420 staff, relocated to the North Justice Center in March 2013, traveled longer distances to support hardware failures at the Data Center and attend mandatory meetings at the other justice centers. An unanticipated purchase of hard drives to back up the images migrated to MSAR attributed to a minor increase for hardware purchases.



### FY 2014-15 ACCOMPLISHMENTS

- » Upgraded the Datacap software to version 8.1 Fixpack 2 to implement application fixes to resolve issues experienced in version 8.1.
- » Migrated all Family Law and Juvenile case images to the Odysry CMS designated file location.
- » Completed the image migration of UDO platters to MSAR for the probate, domestic violence registry, public offenses and criminal archive image repositories.
- » Migrated Probate Image Services from the P690 to the P570 server to prepare for decommissioning the P690 server.
- » Worked with the Banner Team to complete the implementation of an automated document import process for the Social Service Agency (SSA) filings in Juvenile court.
- » Continued supporting scanner deployment and configuration setups.

Cost Center Manager  
**N/A**

Financial Planning Analyst  
**Katrina Coreces**  
(657) 622-7739

## CTS - Document Management Systems (303420)

		FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
<b>EXPENDITURE HISTORY BY GL ACCOUNT</b>						
GL Account No.	GL Description	Actual	Actual	Actual	Actual	BUDGET
<b>Salaries and Benefits</b>						
900301	Salaries - permanent, non-judicial personnel	266,944	285,314	396,942	348,573	-
900320	Lump sum payouts (vacation, sick leave cash outs)	2,135	-	4,414	30,935	-
900328	Other pay (on call, differentials, VSIP)	47	44	60	-	-
908301	Overtime	2,185	4,076	27,675	5,942	-
910302	Medicare	3,773	4,138	6,202	5,634	-
910401	Dental insurance	-	-	1,116	903	-
910501	Health insurance	18,630	16,982	24,655	20,941	-
910503	Retiree health benefits	6,858	10,849	15,738	12,406	-
910604	Retirement - non-judicial staff	63,477	66,737	113,247	115,140	-
913301	Unemployment insurance	716	748	-	-	-
913501	Life insurance	-	-	217	139	-
913502	Long-term disability (LTD) insurance	-	-	389	337	-
913503	Accidental death and dismemberment (AD&D) insurance	-	-	21	17	-
913699	Other insurance (e.g. vision)	1,779	1,872	1,874	1,663	-
913899	Other benefits (tuition reimb., OBP, parking)	-	-	3,500	3,500	-
	<b>SUBTOTAL - Salaries and Benefits</b>	<b>366,543</b>	<b>390,760</b>	<b>596,052</b>	<b>546,131</b>	<b>-</b>
<b>Services and Supplies</b>						
920699	Office expense	-	-	907	-	-
921702	Meals / food	30	-	-	-	-
921704	Special events / employee appreciation	-	30	20	20	-
922611	Equipment - computers	2,187	-	-	1,296	-
922699	Equipment - under \$5,000	12,496	1,287	-	-	-
922899	Equipment - maintenance and repairs	-	22	-	-	-
929210	Private car mileage	138	903	1,498	857	-
929299	Travel - in-state	-	-	15	628	-
933101	Tuition and registration fees	9,000	-	3,938	11,100	-
943201	IT - maintenance, repairs, and supplies	41,455	48,946	52,628	47,797	-
943301	IT - commercial contracts	38,925	41,145	5,345	19,951	-
943502	IT - software and license fees	548,830	426,511	535,941	394,094	-
946601	Major equipment - IT	30,963	-	17,252	-	-
992001	Departmental indirect allocations	-	-	(2,220)	-	-
999910	Prior year expense adjustments	-	(21,184)	-	-	-
	<b>SUBTOTAL - Services and Supplies</b>	<b>684,025</b>	<b>497,661</b>	<b>615,324</b>	<b>475,743</b>	<b>-</b>
	<b>TOTAL EXPENDITURES</b>	<b>1,050,568</b>	<b>888,421</b>	<b>1,211,376</b>	<b>1,021,874</b>	<b>-</b>

### STAFFING HISTORY BY CLASSIFICATION

Classification	Auth.		Auth.		Auth.		Auth.		Auth.	
	Positions	FTEs	Positions	FTEs	Positions	FTEs	Positions	FTEs	Positions	FTEs
Applications Developer II	1	1.0	2	2.0	2	2.0	2	2.0	-	-
Applications Developer III	1	1.0	1	1.0	1	1.0	1	1.0	-	-
Court Technology Manager	-	-	-	-	1	1.0	1	1.0	-	-
<b>TOTAL STAFFING</b>	<b>2</b>	<b>2.0</b>	<b>3</b>	<b>3.0</b>	<b>4</b>	<b>4.0</b>	<b>4</b>	<b>4.0</b>	<b>-</b>	<b>-</b>

## CTS - Technology Services (303510)

		FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
<b>EXPENDITURE HISTORY BY GL ACCOUNT</b>						
GL Account No.	GL Description	Actual	Actual	Actual	Actual	BUDGET
<b>Salaries and Benefits</b>						
900301	Salaries - permanent, non-judicial personnel	139,604	144,430	105,129	-	-
900320	Lump sum payouts (vacation, sick leave cash outs)	-	-	31,370	-	-
908301	Overtime	-	-	6,119	-	-
910302	Medicare	2,109	2,143	2,098	-	-
910401	Dental insurance	942	1,141	845	-	-
910501	Health insurance	8,161	8,815	7,856	-	-
910503	Retiree health benefits	3,630	5,497	4,167	-	-
910604	Retirement - non-judicial staff	41,174	36,938	31,575	-	-
913301	Unemployment insurance	383	373	-	-	-
913501	Life insurance	146	184	154	-	-
913502	Long-term disability (LTD) insurance	419	498	368	-	-
913503	Accidental death and dismemberment (AD&D) insurance	23	22	15	-	-
913899	Other benefits (tuition reimb., OBP, parking)	3,500	3,500	3,500	-	-
	<b>SUBTOTAL - Salaries and Benefits</b>	<b>200,090</b>	<b>203,541</b>	<b>193,197</b>	<b>-</b>	<b>-</b>
<b>Services and Supplies</b>						
920699	Office expense	-	244	-	-	-
921704	Special events / employee appreciation	-	-	5	-	-
922399	Library purchases and subscriptions	-	167	-	-	-
	<b>SUBTOTAL - Services and Supplies</b>	<b>-</b>	<b>412</b>	<b>5</b>	<b>-</b>	<b>-</b>
	<b>TOTAL EXPENDITURES</b>	<b>200,090</b>	<b>203,953</b>	<b>193,202</b>	<b>-</b>	<b>-</b>

### STAFFING HISTORY BY CLASSIFICATION

Classification	Auth.		Auth.		Auth.		Auth.		Auth.	
	Positions	FTEs	Positions	FTEs	Positions	FTEs	Positions	FTEs	Positions	FTEs
Court Technology Director	1	1.0	1	1.0	1	1.0	-	-	-	-
<b>TOTAL STAFFING</b>	<b>1</b>	<b>1.0</b>	<b>1</b>	<b>1.0</b>	<b>1</b>	<b>1.0</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

## CTS - Judicial and BPR Support (303520)

		FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
<b>EXPENDITURE HISTORY BY GL ACCOUNT</b>						
GL Account No.	GL Description	Actual	Actual	Actual	Actual	BUDGET
<b>Salaries and Benefits</b>						
900301	Salaries - permanent, non-judicial personnel	313,525	265,005	-	-	-
900320	Lump sum payouts (vacation, sick leave cash outs)	1,068	1,779	-	-	-
900328	Other pay (on call, differentials, VSIP)	6,085	947	-	-	-
908301	Overtime	556	122	-	-	-
910302	Medicare	4,224	3,737	-	-	-
910401	Dental insurance	725	300	-	-	-
910501	Health insurance	38,201	37,138	-	-	-
910503	Retiree health benefits	7,668	10,142	-	-	-
910604	Retirement - non-judicial staff	74,982	62,647	-	-	-
913301	Unemployment insurance	805	696	-	-	-
913501	Life insurance	120	40	-	-	-
913502	Long-term disability (LTD) insurance	197	78	-	-	-
913503	Accidental death and dismemberment (AD&D) insurance	19	6	-	-	-
913699	Other insurance (e.g. vision)	1,759	1,872	-	-	-
913899	Other benefits (tuition reimb., OBP, parking)	3,500	-	-	-	-
	<b>SUBTOTAL - Salaries and Benefits</b>	<b>453,433</b>	<b>384,509</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Services and Supplies</b>						
920699	Office expense	30	-	-	-	-
922399	Library purchases and subscriptions	31	344	-	-	-
922611	Equipment - computers	309	786	-	-	-
922699	Equipment - under \$5,000	182	899	-	-	-
922899	Equipment - maintenance and repairs	2,790	(2,790)	-	-	-
929210	Private car mileage	355	753	-	-	-
929299	Travel - in-state	10	-	-	-	-
933101	Tuition and registration fees	634	-	-	-	-
943201	IT - maintenance, repairs, and supplies	87,744	64,919	-	-	-
943301	IT - commercial contracts	7,349	8,259	-	-	-
	<b>SUBTOTAL - Services and Supplies</b>	<b>99,433</b>	<b>73,169</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>TOTAL EXPENDITURES</b>	<b>552,866</b>	<b>457,678</b>	<b>-</b>	<b>-</b>	<b>-</b>

### STAFFING HISTORY BY CLASSIFICATION

Classification	Auth.		Auth.		Auth.		Auth.		Auth.	
	Positions	FTEs	Positions	FTEs	Positions	FTEs	Positions	FTEs	Positions	FTEs
Administrative Analyst II	1	1.0	-	-	-	-	-	-	-	-
Applications Developer II	1	1.0	-	-	-	-	-	-	-	-
Systems/Programmer Analyst I	-	-	1	1.0	-	-	-	-	-	-
Telecommunications Technician II	-	-	1	1.0	-	-	-	-	-	-
User Support Technician II	2	2.0	2	2.0	-	-	-	-	-	-
<b>TOTAL STAFFING</b>	<b>4</b>	<b>4.0</b>	<b>4</b>	<b>4.0</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

## CTS - QA and ECE Program Office (303610)

		FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
<b>EXPENDITURE HISTORY BY GL ACCOUNT</b>						
GL Account No.	GL Description	Actual	Actual	Actual	Actual	BUDGET
<b>Salaries and Benefits</b>						
900301	Salaries - permanent, non-judicial personnel	191,616	384,187	312,519	-	-
900320	Lump sum payouts (vacation, sick leave cash outs)	-	-	3,899	-	-
900328	Other pay (on call, differentials, VSIP)	-	1,000	-	-	-
903301	Extra help	-	-	4,050	-	-
908301	Overtime	-	1,245	15,092	-	-
910302	Medicare	2,836	5,593	4,832	-	-
910401	Dental insurance	942	1,731	1,646	-	-
910501	Health insurance	12,813	41,090	40,577	-	-
910503	Retiree health benefits	5,088	16,205	12,911	-	-
910604	Retirement - non-judicial staff	50,227	96,824	94,031	-	-
913301	Unemployment insurance	516	1,016	-	-	-
913501	Life insurance	146	297	318	-	-
913502	Long-term disability (LTD) insurance	293	528	501	-	-
913503	Accidental death and dismemberment (AD&D) insurance	23	32	31	-	-
913699	Other insurance (e.g. vision)	634	1,813	1,466	-	-
913899	Other benefits (tuition reimb., OBP, parking)	3,500	7,000	7,000	-	-
	<b>SUBTOTAL - Salaries and Benefits</b>	<b>268,635</b>	<b>558,561</b>	<b>498,873</b>	<b>-</b>	<b>-</b>
<b>Services and Supplies</b>						
920699	Office expense	84	482	-	-	-
921702	Meals / food	5	-	-	-	-
921704	Special events / employee appreciation	-	60	15	-	-
929210	Private car mileage	-	3	-	-	-
929299	Travel - in-state	292	-	-	-	-
943301	IT - commercial contracts	114,460	-	-	-	-
943502	IT - software and license fees	-	967	17,408	-	-
	<b>SUBTOTAL - Services and Supplies</b>	<b>114,841</b>	<b>1,512</b>	<b>17,423</b>	<b>-</b>	<b>-</b>
	<b>TOTAL EXPENDITURES</b>	<b>383,475</b>	<b>560,073</b>	<b>516,295</b>	<b>-</b>	<b>-</b>

### STAFFING HISTORY BY CLASSIFICATION

Classification	Auth.		Auth.		Auth.		Auth.		Auth.	
	Positions	FTEs	Positions	FTEs	Positions	FTEs	Positions	FTEs	Positions	FTEs
Administrative Analyst II	-	-	-	-	1	1.0	-	-	-	-
Business Systems Analyst I	-	-	-	-	1	1.0	-	-	-	-
Business Systems Analyst II	-	-	-	-	1	1.0	-	-	-	-
Business Systems Analyst III	1	1.0	2	2.0	2	2.0	-	-	-	-
Principal Administrative Analyst	1	1.0	1	1.0	1	1.0	-	-	-	-
<b>TOTAL STAFFING</b>	<b>2</b>	<b>2.0</b>	<b>3</b>	<b>3.0</b>	<b>6</b>	<b>6.0</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

## CTS - Integrated Law and Justice (303620)

		FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
<b>EXPENDITURE HISTORY BY GL ACCOUNT</b>						
GL Account No.	GL Description	Actual	Actual	Actual	Actual	BUDGET
<b>Salaries and Benefits</b>						
900301	Salaries - permanent, non-judicial personnel	122,545	213,956	-	-	-
900320	Lump sum payouts (vacation, sick leave cash outs)	1,157	1,928	-	-	-
908301	Overtime	362	3,178	-	-	-
910302	Medicare	1,741	3,112	-	-	-
910401	Dental insurance	1	95	-	-	-
910501	Health insurance	14,533	24,251	-	-	-
910503	Retiree health benefits	2,647	5,417	-	-	-
910604	Retirement - non-judicial staff	30,256	49,904	-	-	-
913301	Unemployment insurance	337	590	-	-	-
913501	Life insurance	0	15	-	-	-
913502	Long-term disability (LTD) insurance	0	35	-	-	-
913503	Accidental death and dismemberment (AD&D) insurance	0	2	-	-	-
913699	Other insurance (e.g. vision)	766	1,286	-	-	-
	<b>SUBTOTAL - Salaries and Benefits</b>	<b>174,346</b>	<b>303,768</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Services and Supplies</b>						
920699	Office expense	10	-	-	-	-
938404	Administrative services contracts	3,000	3,000	-	-	-
943301	IT - commercial contracts	(79,274)	-	-	-	-
	<b>SUBTOTAL - Services and Supplies</b>	<b>(76,264)</b>	<b>3,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>TOTAL EXPENDITURES</b>	<b>98,082</b>	<b>306,768</b>	<b>-</b>	<b>-</b>	<b>-</b>

### STAFFING HISTORY BY CLASSIFICATION

Classification	Auth.		Auth.		Auth.		Auth.		Auth.	
	Positions	FTEs	Positions	FTEs	Positions	FTEs	Positions	FTEs	Positions	FTEs
Senior Business Systems Analyst	1	1.0	1	1.0	-	-	-	-	-	-
<b>TOTAL STAFFING</b>	<b>1</b>	<b>1.0</b>	<b>1</b>	<b>1.0</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

## CTS - Web Support (303640)

		FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
<b>EXPENDITURE HISTORY BY GL ACCOUNT</b>						
GL Account No.	GL Description	Actual	Actual	Actual	Actual	BUDGET
<b>Salaries and Benefits</b>						
900301	Salaries - permanent, non-judicial personnel	505,388	497,231	358,783	-	-
900320	Lump sum payouts (vacation, sick leave cash outs)	8,965	1,470	3,708	-	-
903301	Extra help	8,984	-	16,379	-	-
908301	Overtime	2,757	232	35,715	-	-
910302	Medicare	7,558	7,164	5,870	-	-
910401	Dental insurance	942	1,141	41	-	-
910501	Health insurance	41,093	40,395	42,522	-	-
910503	Retiree health benefits	13,233	19,302	14,253	-	-
910604	Retirement - non-judicial staff	128,361	118,974	100,589	-	-
913301	Unemployment insurance	1,419	1,295	-	-	-
913501	Life insurance	146	184	8	-	-
913502	Long-term disability (LTD) insurance	348	415	15	-	-
913503	Accidental death and dismemberment (AD&D) insurance	23	22	1	-	-
913699	Other insurance (e.g. vision)	2,660	2,612	2,671	-	-
913899	Other benefits (tuition reimb., OBP, parking)	3,500	3,500	-	-	-
	<b>SUBTOTAL - Salaries and Benefits</b>	<b>725,377</b>	<b>693,936</b>	<b>580,554</b>	<b>-</b>	<b>-</b>
<b>Services and Supplies</b>						
921702	Meals / food	55	-	-	-	-
921704	Special events / employee appreciation	-	70	25	-	-
925103	Cell phones / pagers	-	-	78	-	-
929210	Private car mileage	961	816	-	-	-
929299	Travel - in-state	20	-	-	-	-
943301	IT - commercial contracts	166,480	71,145	104,845	-	-
943502	IT - software and license fees	2,081	-	80,921	-	-
999910	Prior year expense adjustments	-	-	-	(416)	-
	<b>SUBTOTAL - Services and Supplies</b>	<b>169,597</b>	<b>72,030</b>	<b>185,869</b>	<b>(416)</b>	<b>-</b>
	<b>TOTAL EXPENDITURES</b>	<b>894,974</b>	<b>765,966</b>	<b>766,423</b>	<b>(416)</b>	<b>-</b>

### STAFFING HISTORY BY CLASSIFICATION

Classification	Auth.		Auth.		Auth.		Auth.		Auth.	
	Positions	FTEs	Positions	FTEs	Positions	FTEs	Positions	FTEs	Positions	FTEs
Applications Developer II	2	2.0	1	1.0	1	1.0	-	-	-	-
Applications Developer III	2	2.0	3	3.0	2	2.0	-	-	-	-
Business Systems Analyst I	-	-	1	1.0	-	-	-	-	-	-
Business Systems Analyst II	-	-	-	-	1	1.0	-	-	-	-
Court Technology Manager I	1	1.0	1	1.0	1	1.0	-	-	-	-
<b>TOTAL STAFFING</b>	<b>5</b>	<b>5.0</b>	<b>6</b>	<b>6.0</b>	<b>5</b>	<b>5.0</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>



## DV Family Law Interpreter (999989)

		FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16	
<b>EXPENDITURE HISTORY BY GL ACCOUNT</b>							
GL Account No.	GL Description	Actual	Actual	Actual	Actual	BUDGET	
<b>Salaries and Benefits</b>							
900301	Salaries - permanent, non-judicial personnel	72,617	71,898	69,049	-	-	
900320	Lump sum payouts (vacation, sick leave cash outs)	-	46	5	-	-	
900328	Other pay (on call, differentials, VSIP)	975	848	913	-	-	
910302	Medicare	1,068	1,050	1,013	-	-	
910401	Dental insurance	319	284	56	-	-	
910501	Health insurance	6,580	6,293	5,439	-	-	
910503	Retiree health benefits	1,916	2,769	2,773	-	-	
910604	Retirement - non-judicial staff	17,898	17,035	19,540	-	-	
912501	Workers' compensation	745	755	728	-	-	
913301	Unemployment insurance	211	190	-	-	-	
913501	Life insurance	40	44	42	-	-	
913699	Other insurance (e.g. vision)	485	530	456	-	-	
<b>SUBTOTAL - Salaries and Benefits</b>		<b>102,854</b>	<b>101,742</b>	<b>100,014</b>	<b>-</b>	<b>-</b>	
<b>Services and Supplies</b>							
<b>SUBTOTAL - Services and Supplies</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>TOTAL EXPENDITURES</b>		<b>102,854</b>	<b>101,742</b>	<b>100,014</b>	<b>-</b>	<b>-</b>	
<b>STAFFING HISTORY BY CLASSIFICATION</b>							
Classification		Auth.		Auth.		Auth.	
		Positions	FTEs	Positions	FTEs	Positions	FTEs
<b>TOTAL STAFFING</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

## Complex Civil Intra-branch Agreement (IBA) (999999)

		FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
<b>EXPENDITURE HISTORY BY GL ACCOUNT</b>						
GL Account No.	GL Description	Actual	Actual	Actual	Actual	BUDGET
<b>Salaries and Benefits</b>						
900301	Salaries - permanent, non-judicial personnel	599,391	606,891	603,449	590,199	-
900320	Lump sum payouts (vacation, sick leave cash outs)	7,453	8,400	8,400	5,377	-
900328	Other pay (on call, differentials, VSIP)	-	245	-	93	-
908301	Overtime	964	449	15,126	(1,177)	-
910302	Medicare	8,393	8,411	8,709	8,500	-
910401	Dental insurance	895	1,141	1,157	1,121	-
910501	Health insurance	68,941	72,464	78,784	88,175	-
910503	Retiree health benefits	16,420	23,603	23,994	21,129	-
910604	Retirement - non-judicial staff	152,909	144,922	171,977	194,718	-
912501	Workers' compensation	7,699	7,765	7,656	6,863	-
913301	Unemployment insurance	1,724	1,645	-	-	-
913501	Life insurance	53	70	87	61	-
913502	Long-term disability (LTD) insurance	563	674	716	707	-
913503	Accidental death and dismemberment (AD&D) insurance	22	22	22	21	-
913699	Other insurance (e.g. vision)	5,631	5,497	5,335	5,194	-
913899	Other benefits (tuition reimb., OBP, parking)	3,500	3,500	3,500	3,500	-
<b>SUBTOTAL - Salaries and Benefits</b>		<b>874,558</b>	<b>885,698</b>	<b>928,911</b>	<b>924,481</b>	<b>-</b>
<b>Services and Supplies</b>						
929299	Travel - in-state	1,013	-	-	-	-
933101	Tuition and registration fees	1,497	740	-	-	-
<b>SUBTOTAL - Services and Supplies</b>		<b>2,510</b>	<b>740</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL EXPENDITURES</b>		<b>877,068</b>	<b>886,438</b>	<b>928,911</b>	<b>924,481</b>	<b>-</b>

### STAFFING HISTORY BY CLASSIFICATION

Classification	Auth.		Auth.		Auth.		Auth.		Auth.	
	Positions	FTEs	Positions	FTEs	Positions	FTEs	Positions	FTEs	Positions	FTEs
Court Attendant	3	3.0	3	3.0	3	3.0	3	3.0	-	-
Courtroom Operations Supervisor	1	1.0	1	1.0	1	1.0	1	1.0	-	-
Legal Processing Specialist I	-	-	-	-	-	-	1	1.0	-	-
Legal Processing Specialist II	3	3.0	3	3.0	3	3.0	2	2.0	-	-
Office Assistant	1	1.0	1	1.0	1	1.0	1	0.9	-	-
Research Attorney	1	1.1	-	-	-	-	-	-	-	-
Senior Research Attorney	-	-	1	1.0	1	1.0	1	1.0	-	-
Superior Court Clerk III	1	1.0	1	1.0	1	1.0	1	1.0	-	-
<b>TOTAL STAFFING</b>	<b>10</b>	<b>10.2</b>	<b>10</b>	<b>10.0</b>	<b>10</b>	<b>10.0</b>	<b>10</b>	<b>9.9</b>	<b>-</b>	<b>-</b>

## BUDGET BY FUND

The Court's accounting structure utilizes governmental funds—the Trial Court Trust Fund (TCTF) General Fund, Non-TCTF General Fund, and various special revenue funds. A general definition of revenues in the TCTF are those monies received from State General Fund transfers, maintenance of effort revenues, civil assessments, civil filing fees, and criminal penalties and fines remitted to the Judicial Council. Non-TCTF monies are typically court-designated fines, fees, and forfeitures. On the expense side, the Non-TCTF funds are typically used to budget expenses that are not allowable under California Rule of Court 10.810. Special revenue funds are used to account for programs with dedicated revenue sources. They include the Donation, Small Claims Advisory, Grand Jury, Enhanced Collections, Other County Services, Alternate Defense (only used to record costs eligible for reimbursement by the County), Facilities Maintenance, Replacement of 2% Automation, Automated Record Keeping and Micrographics Prior to 2006, and Children's Waiting Room funds.

In FY 2015-16, the Court's revenues and expenses are budgeted in 15 separate funds. The majority of the Court's revenues and expenses are budgeted in the TCTF General Fund. All of the state base allocation and most of the other state revenues are budgeted in the TCTF General Fund. The only other state revenues budgeted in special revenue funds are revenues received for the Children's Waiting Room Fund, Replacement of the 2% Automation Fund, Small Claims Advisory Fund, and the Facilities Maintenance Fund. All are statutorily restricted. Most local revenues, including enhanced collections and all County reimbursed programs, are budgeted under the Non-TCTF General Fund or special revenue funds. Grant funds are separated into three grants funds: Judicial Council, federal, and private grants. All revenues and expenses for those funds are budgeted in the appropriate grant fund according to grant type.

Typically, special revenue funds have revenues and expenses that will net to \$0 at the end of the fiscal year with no anticipated carry forward of any fund balances. The following funds are the exceptions. On June 30, 2016:

- The Replacement of 2% Automation Fund will have a balance of approximately \$3.7 million.
- The Non-TCTF and TCTF General Funds are expected to have a combined total balance of roughly \$2.9 million (for encumbrances and the 1% operating reserve).
- The Children's Waiting Room Fund is expected to have an ending balance of \$1.0 million.
- The Facilities Maintenance Fund is anticipated to have an ending balance of over \$135,000.
- The Automated Record Keeping and Micrographics Prior to 2006 Fund will have a fund balance of a little under \$24,000.
- The Donation Fund will have unused funding of roughly \$14,000.

In FY 2015-16, the Court anticipates grant funding from both the Judicial Council and federal sources. Therefore, two grant funds will be used (190100 – Judicial Council Grants and 190200 – Federal Grants) to capture all grant revenue and expense. There are no anticipated ending balances for any grant funds as reimbursements are received after billing the grantor for actual grant costs. The FY 2015-16 budget includes approximately \$1.1 million for indirect overhead for applicable programs (enhanced collections and Judicial Council grants).

**BUDGET BY FUND**  
**Fiscal Year 2015-16**

Fund Name	General Fund -		Donations -	Small Claims		Enhanced	Other County
	TCTF	NTCTF	NTCTF	Advisory	Grand Jury	Collections	Services
Fund Type	General	General	Special rev.	Special rev.	Special rev.	Special rev.	Special rev.
Fund No.	110001	120001	120002	120003	120005	120007	120009
<b>BEGINNING FUND BALANCE</b>	<b>2,146,454</b>	<b>2,461,486</b>	<b>12,340</b>	<b>11,764</b>	-	-	-
Base Allocation	143,274,302	-	-	-	-	-	-
State - Other	30,626,640	-	-	-	-	-	-
Local Revenue	5,577,462	626,100	1,500	120,000	176,210	4,851,815	1,821,532
<b>TOTAL - Revenues</b>	<b>179,478,404</b>	<b>626,100</b>	<b>1,500</b>	<b>120,000</b>	<b>176,210</b>	<b>4,851,815</b>	<b>1,821,532</b>
Salaries and Benefits	153,397,598	-	-	-	112,478	3,465,915	1,550,120
Services and Supplies	19,127,933	280,000	-	130,000	63,732	1,385,900	271,412
Technology	7,369,938	-	-	-	-	-	-
CMS Replacement	1,445,863	-	-	-	-	-	-
<b>TOTAL - Expenditures</b>	<b>181,341,332</b>	<b>280,000</b>	<b>-</b>	<b>130,000</b>	<b>176,210</b>	<b>4,851,815</b>	<b>1,821,532</b>
Interfund Transfers (net)	(218,934)	-	-	-	-	-	-
<b>ENDING FUND BALANCE</b>	<b>64,592</b>	<b>2,807,586</b>	<b>13,840</b>	<b>1,764</b>	<b>-</b>	<b>-</b>	<b>-</b>

**FUND BALANCE DESIGNATIONS as of June 30, 2016**

Nonspendable	-	-	-	-	-	-	-
Restricted	-	-	13,840	1,764	-	-	-
Committed	-	925,807	-	-	-	-	-
Assigned	64,592	1,881,779	-	-	-	-	-
Unassigned	-	-	-	-	-	-	-
<b>ENDING FUND BALANCE</b>	<b>64,592</b>	<b>2,807,586</b>	<b>13,840</b>	<b>1,764</b>	<b>-</b>	<b>-</b>	<b>-</b>

**BUDGETED STAFFING**

Authorized Positions	<b>1,460</b>	-	-	-	<b>1</b>	<b>55</b>	<b>14</b>
Budgeted staffing	<b>1,415.8</b>	-	-	-	<b>1.0</b>	<b>50.5</b>	<b>14.3</b>

**BUDGET BY FUND**  
**Fiscal Year 2015-16**

Alternate Defense Program	Court Facilities Maintenance	Special Revenue Fund Other	Replacement of 2%		Automated Records / Micrographics	JCC Grant	Federal Grant	TOTAL
			Automation Fund	Children's Waiting Room				
Special rev. 120017	Special rev. 120020	Special rev. 120021	Special rev. 180004	Special rev. 180005	Special rev. 180006	Grant 190100	Grant 190200	
-	<b>135,175</b>	-	<b>2,862,782</b>	<b>1,287,568</b>	<b>23,582</b>	-	-	<b>8,941,151</b>
-	-	-	-	-	-	-	-	143,274,302
-	-	-	923,880	390,000	-	3,685,613	24,872	35,651,005
5,615,519	2,895,757	290,000	-	-	-	-	-	21,975,895
<b>5,615,519</b>	<b>2,895,757</b>	<b>290,000</b>	<b>923,880</b>	<b>390,000</b>	-	<b>3,685,613</b>	<b>24,872</b>	<b>200,901,202</b>
499,199	1,078,680	290,000	50,000	-	-	2,694,374	-	163,138,364
5,116,320	1,817,077	-	-	650,000	-	1,210,173	24,872	30,077,419
-	-	-	-	-	-	-	-	7,369,938
-	-	-	-	-	-	-	-	1,445,863
<b>5,615,519</b>	<b>2,895,757</b>	<b>290,000</b>	<b>50,000</b>	<b>650,000</b>	-	<b>3,904,547</b>	<b>24,872</b>	<b>202,031,584</b>
-	-	-	-	-	-	<b>218,934</b>	-	-
-	<b>135,175</b>	-	<b>3,736,662</b>	<b>1,027,568</b>	<b>23,582</b>	-	-	<b>7,810,769</b>
-	-	-	-	-	-	-	-	-
-	-	-	3,736,662	1,027,568	23,582	-	-	4,803,416
-	135,175	-	-	-	-	-	-	1,060,982
-	-	-	-	-	-	-	-	1,946,371
-	-	-	-	-	-	-	-	-
-	<b>135,175</b>	-	<b>3,736,662</b>	<b>1,027,568</b>	<b>23,582</b>	-	-	<b>7,810,769</b>
<b>3</b>	<b>13</b>	-	-	-	-	<b>21</b>	-	<b>1,567</b>
<b>5.6</b>	<b>11.0</b>	-	-	-	-	<b>21.8</b>	-	<b>1,520.0</b>

**BUDGET BY FUND**  
**Fiscal Years 2011-12 through 2015-16**

		FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
<b>REVENUES AND REIMBURSEMENTS BY FUND</b>						
Fund No.	Description	Actual	Actual	Actual	Actual	BUDGET
110001	General Fund - TCTF	176,753,521	150,690,563	161,858,186	173,915,225	179,249,470
120001	General Fund - non-TCTF	4,955,084	5,851,998	5,394,799	443,329	626,100
120002	Donations	2,025	15	10,023	30	1,500
120003	Small Claims Advisory	143,685	126,884	130,726	126,753	130,000
120005	Grand Jury	234,345	190,516	234,464	156,201	176,210
120007	Enhanced Collections	4,830,363	4,275,471	4,333,408	4,462,818	4,851,815
120009	Other County Services	1,594,734	1,526,150	1,593,692	1,470,561	1,821,532
120010	Victim Witness Program	-	-	-	-	-
120017	Alternate Defense	6,568,035	5,101,504	4,622,201	4,243,097	5,615,519
120020	Facilities Maintenance	-	1,537,312	3,232,633	3,795,890	2,895,757
120021	Special Revenue Fund	-	-	-	272,439	290,000
180004	2% Automation	-	924,293	984,341	954,148	923,880
180005	Children's Waiting Room	507,034	460,037	426,673	379,599	390,000
180006	Automated Record / Micrographics	-	-	16,460	7,122	-
190100	Judicial Council Grant Fund <sup>1</sup>	-	3,140,782	3,152,482	2,940,629	3,904,547
190200	Federal Grand Fund	-	29,005	80,315	52,793	24,872
1910581	1058 FLF Program	675,583	-	-	-	-
1910591	1058 CSC Program	2,724,551	(0)	-	-	-
1910601	Substance Abuse Focus	54,874	-	-	-	-
1910611	Access to Visitation	102,707	74,456	-	-	-
1910621	CA Drug Court	-	-	-	-	-
1910681	DUI Court Expansion	-	-	-	-	-
1910711	DUI Court in Schools	-	-	-	-	-
1910741	CCMS	7,571	-	-	-	-
1910761	Traffic Citation eFiling	79,274	-	-	-	-
1930041	BJA Drug Court	45,907	-	-	-	-
1930051	CA Emergency Management Agency	-	-	-	-	-
1930061	OTS Expansion of DUI Court	33,411	-	-	-	-
<b>TOTAL REVENUES AND REIMBURSEMENTS</b>		<b>199,312,704</b>	<b>173,928,987</b>	<b>186,070,404</b>	<b>193,220,634</b>	<b>200,901,202</b>

1. Beginning in FY 2012-13, the Judicial Council consolidated the grants it distributes into one fund. This fund now includes expenses and reimbursements for AB 1058, the Substance Abuse Focus Grant, and the Access to Visitation Grant.

**BUDGET BY FUND**  
**Fiscal Years 2011-12 through 2015-16**

		FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
<b>EXPENDITURES BY FUND</b>						
Fund No.	Description	Actual	Actual	Actual	Actual	BUDGET
110001	General Fund - TCTF	189,187,892	176,782,301	191,059,929	176,424,531	181,666,332
120001	General Fund - non-TCTF	404,375	486,946	339,206	339,206	245,000
120002	Donations	3,143	633	389	389	-
120003	Small Claims Advisory	155,000	130,000	130,000	115,714	130,000
120005	Grand Jury	234,805	190,516	234,464	156,201	176,210
120007	Enhanced Collections	4,830,363	4,275,471	4,333,408	4,462,818	4,851,815
120009	Other County Services	1,594,897	1,526,150	1,593,692	1,470,565	1,821,532
120010	Victim Witness Program	-	-	-	-	-
120017	Alternate Defense	6,568,164	5,102,039	4,622,201	4,243,097	5,615,519
120020	Facilities Maintenance	-	1,835,875	3,276,200	3,513,288	2,895,757
120021	Special Revenue Fund	-	-	-	272,439	-
180004	2% Automation	-	-	-	-	50,000
180005	Children's Waiting Room	543,983	535,137	510,667	643,459	650,000
180006	Automated Record / Micrographics	-	-	-	-	-
190100	Judicial Council Grant Fund <sup>1</sup>	-	3,354,568	3,255,753	2,942,551	3,904,547
190200	Federal Grand Fund	-	-	80,315	52,793	24,872
1910581	AB 1058 Family Law Facilitator	744,806	-	-	-	-
1910591	AB 1058 Child Support Commissioner	2,945,455	-	-	-	-
1910601	Substance Abuse Focus	44,435	-	-	-	-
1910611	Access to Visitation	102,707	74,456	-	-	-
1910621	CA Drug Court	-	-	-	-	-
1910681	DUI Court Expansion	-	-	-	-	-
1910711	DUI Court in Schools	-	-	-	-	-
1910741	CCMS	7,571	-	-	-	-
1910761	Traffic Citation eFiling	79,274	-	-	-	-
1930041	BJA Drug Court	45,907	-	-	-	-
1930051	CA Emergency Management Agency	-	-	-	-	-
1930061	OTS Expansion of DUI Court	33,411	-	-	-	-
<b>TOTAL EXPENDITURES</b>		<b>207,526,188</b>	<b>194,294,090</b>	<b>209,436,226</b>	<b>194,637,053</b>	<b>202,031,584</b>

1. Beginning in FY 2012-13, the Judicial Council consolidated the grants it distributes into one fund. This fund now includes expenses and reimbursements for AB 1058, the Substance Abuse Focus Grant, and the Access to Visitation Grant.

**General Fund - TCTF (110001)**  
 FUND TYPE - General  
 GOVERNING CODE - CA Rule of Court 10.810

**USES AND PURPOSES**

The purpose of the TCTF General Fund is to capture revenue and expense for the operation of the trial court.

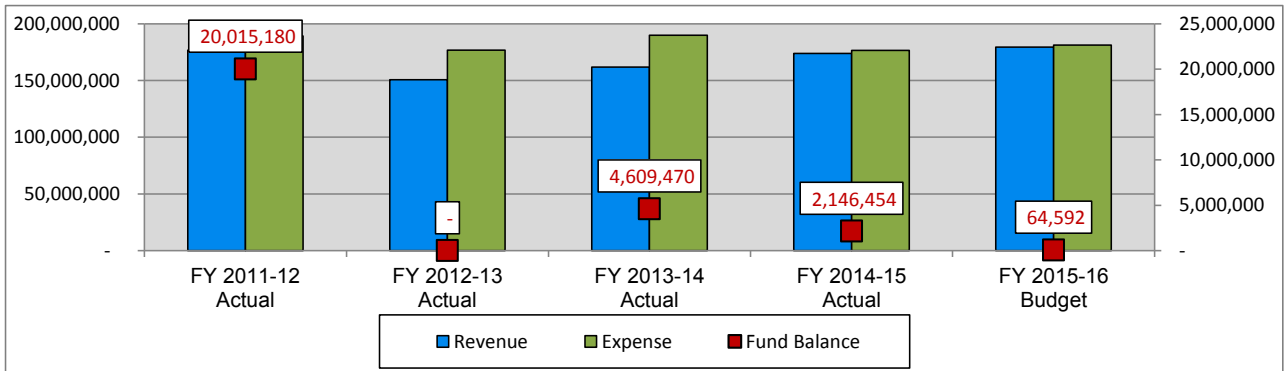
**FY 2015-16 APPROVED BUDGET**

Revenues and reimbursements	179,478,404
Expenditures	181,341,332
Interfund transfers	(218,934)
<b>Surplus / (deficit)</b>	<b>(2,081,862)</b>
Fund Balance, as of July 1, 2015	2,146,454
Surplus / (deficit)	(2,081,862)
<b>Projected Fund Balance, as of June 30, 2016</b>	<b>64,592</b>

**Projected Fund Balance Designations, as of June 30, 2016**

Nonspendable	-
Restricted	-
Committed	-
Assigned	64,592
Unassigned	-
<b>Total Designations</b>	<b>64,592</b>

**TRENDS - Revenue, Expense, and Fund Balance**



**BUDGETED STAFFING**

	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
Authorized Positions	1,612	1,535	1,442	1,425	1,460
FTEs	1,574.9	1,490.3	1,414.5	1,381.0	1,415.8

**FY 2014-15 BUDGET VS. ACTUAL**

	Approved Budget	ACTUAL	Variance from Approved Budget	
Revenues and Reimbursements	163,948,423	173,915,225	9,966,802	6.1%
Interfund Transfers	11,786,416	46,290	(11,740,126)	-99.6%
Total Financing	175,734,839	173,961,515	(1,773,324)	-1.0%
Salaries and Benefits	152,375,809	149,411,240	2,964,569	1.9%
Services and Supplies	27,968,500	27,013,291	955,209	3.4%
Total Expense	180,344,309	176,424,531	3,919,778	2.2%
Total Change to Fund Balance	(4,609,470)	(2,463,016)		



**General Fund - NTCTF (120001)**  
 FUND TYPE - General  
 GOVERNING CODE - CA Rule of Court 10.810

**USES AND PURPOSES**

The purpose of the Non-TCTF General Fund is to capture revenue and expense from Non-TCTF sources and non-rule 10.810 allowable expenses.

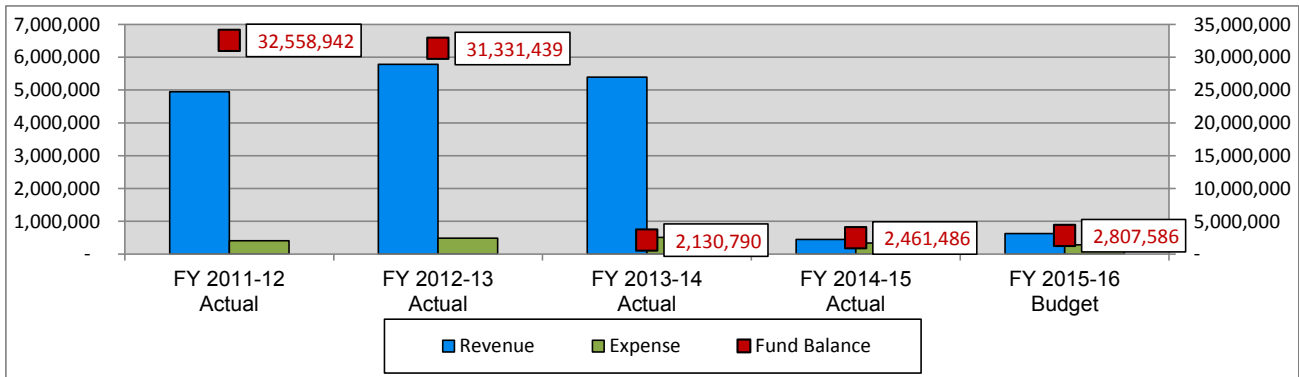
**FY 2015-16 APPROVED BUDGET**

Revenues and reimbursements	626,100
Expenditures	280,000
Interfund transfers	-
<b>Surplus / (deficit)</b>	<b>346,100</b>
Fund Balance, as of July 1, 2015	2,461,486
Surplus / (deficit)	346,100
<b>Projected Fund Balance, as of June 30, 2016</b>	<b>2,807,586</b>

**Projected Fund Balance Designations, as of June 30, 2016**

Nonspendable	-
Restricted	-
Committed	925,807
Assigned	1,881,779
Unassigned	-
<b>Total Designations</b>	<b>2,807,586</b>

**TRENDS - Revenue, Expense, and Fund Balance**



**BUDGETED STAFFING**

	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
Authorized Positions	-	-	-	-	-
FTEs	-	-	-	-	-

**FY 2014-15 BUDGET VS. ACTUAL**

	Approved Budget	ACTUAL	Variance from Approved Budget	
Revenues and Reimbursements	10,227,752	443,329	(9,784,423)	-95.7%
Interfund Transfers	(12,078,542)	226,573	12,305,115	-101.9%
<b>Total Financing</b>	<b>(1,850,790)</b>	<b>669,902</b>	<b>2,520,692</b>	<b>-136.2%</b>
Salaries and Benefits	-	16,870	(16,870)	
Services and Supplies	280,000	322,336	(42,336)	-15.1%
<b>Total Expense</b>	<b>280,000</b>	<b>339,206</b>	<b>(59,206)</b>	<b>-21.1%</b>
<b>Total Change to Fund Balance</b>	<b>(2,130,790)</b>	<b>330,696</b>		

**Donations - NTCTF (120002)**  
**FUND TYPE - Special Revenue**  
**GOVERNING CODE/S - CA Rule of Court 10.804; FIN 15.01**

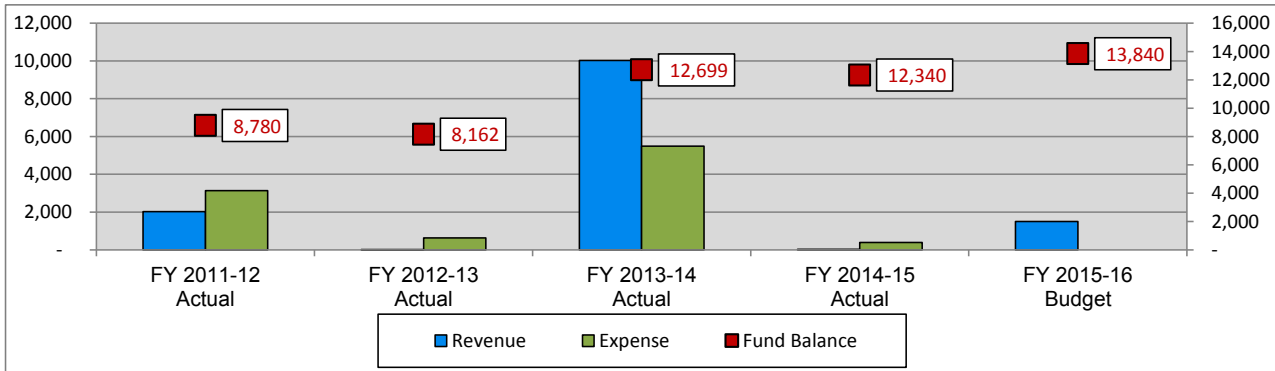
**USES AND PURPOSES**

This fund is used to record revenue and expense associated with donations made to the Court. The primary source of donations (and fund balance in this fund) is from donations made to support the collaborative courts (Drug Court, DUI Court, Homeless Court, etc.).

**FY 2015-16 APPROVED BUDGET**

Revenues and reimbursements	1,500
Expenditures	-
Interfund transfers	-
<b>Surplus / (deficit)</b>	<b>1,500</b>
Fund Balance, as of July 1, 2015	12,340
Surplus / (deficit)	1,500
<b>Projected Fund Balance, as of June 30, 2016</b>	<b>13,840</b>
<b>Projected Fund Balance Designations, as of June 30, 2016</b>	
Nonspendable	-
Restricted	13,840
Committed	-
Assigned	-
Unassigned	-
<b>Total Designations</b>	<b>13,840</b>

**TRENDS - Revenue, Expense, and Fund Balance**



**BUDGETED STAFFING**

	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
Authorized Positions	-	-	-	-	-
FTEs	-	-	-	-	-

**FY 2014-15 BUDGET VS. ACTUAL**

	Approved Budget	ACTUAL	Variance from Approved Budget	
Revenues and Reimbursements	1,500	30	(1,470)	-98.0%
Interfund Transfers	-	-	-	
<b>Total Financing</b>	<b>1,500</b>	<b>30</b>	<b>(1,470)</b>	<b>-98.0%</b>
Salaries and Benefits	-	-	-	
Services and Supplies	-	389	(389)	
<b>Total Expense</b>	<b>-</b>	<b>389</b>	<b>(389)</b>	
<b>Total Change to Fund Balance</b>	<b>1,500</b>	<b>(359)</b>		

**Small Claims Advisory (120003)**  
 FUND TYPE - Special Revenue  
 GOVERNING CODES - CCP 116.940, 116.23

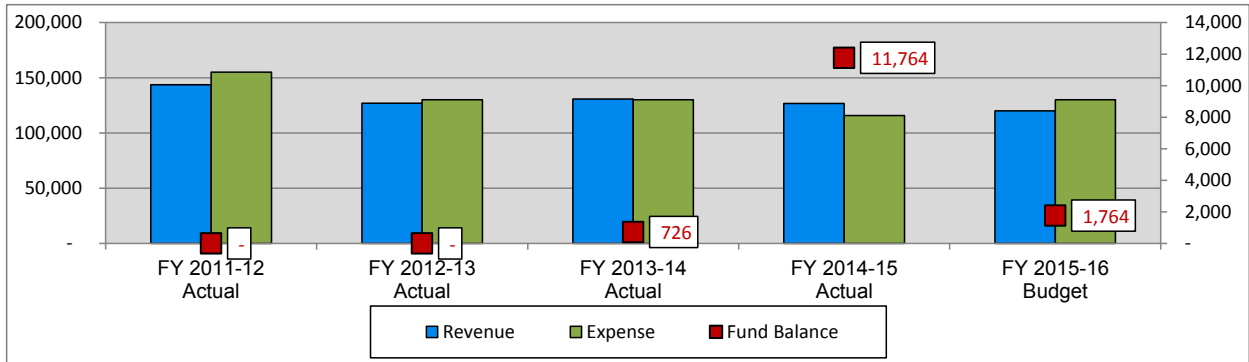
**USES AND PURPOSES**

Per the Code of Civil Procedure (CCP) section 116.940, each superior court is required to provide small claims advisory services. CCP section 116.230 specifies which fees and the portion of those fees that are to be designated for the Small Claims Advisory Fund. The fees are collected locally by each court and remitted to the Judicial Council on a monthly basis. The Judicial Council distributes the appropriate portion of designated fees back to the remitting court two months in arrears (based on actual collections). This fund is used solely to pay for the contract expense of administering small claims advisory services (current vendor is the Legal Aid Society of Orange County).

**FY 2015-16 APPROVED BUDGET**

Revenues and reimbursements	120,000
Expenditures	130,000
Interfund transfers	-
<b>Surplus / (deficit)</b>	<b>(10,000)</b>
Fund Balance, as of July 1, 2015	11,764
Surplus / (deficit)	(10,000)
<b>Projected Fund Balance, as of June 30, 2016</b>	<b>1,764</b>
<b>Projected Fund Balance Designations, as of June 30, 2016</b>	
Nonspendable	-
Restricted	1,764
Committed	-
Assigned	-
Unassigned	-
<b>Total Designations</b>	<b>1,764</b>

**TRENDS - Revenue, Expense, and Fund Balance**



**BUDGETED STAFFING**

	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
Authorized Positions	-	-	-	-	-
FTEs	-	-	-	-	-

**FY 2014-15 BUDGET VS. ACTUAL**

	Approved Budget	ACTUAL	Variance from Approved Budget	
Revenues and Reimbursements	120,000	126,752	6,752	5.6%
Interfund Transfers	9,274	-	(9,274)	-100.0%
Total Financing	129,274	126,752	(2,522)	-2.0%
Salaries and Benefits	-	-	-	0.0%
Services and Supplies	130,000	115,714	-	0.0%
Total Expense	130,000	115,714	-	0.0%
Total Change to Fund Balance	(726)	11,038		

**Grand Jury (120005)**  
**FUND TYPE - Special Revenue**  
**GOVERNING CODES - PC 893-939.1; MOU with County**

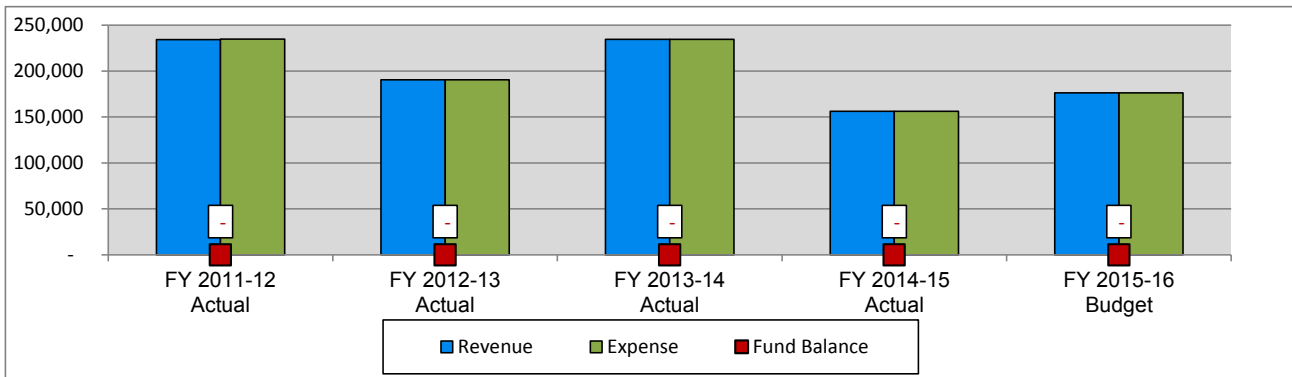
**USES AND PURPOSES**

Per statute, the County of Orange is required to impanel a grand jury of 19 members who serve a term of one year. The Grand Jury's primary responsibility is to inquire of public offenses committed or triable in the County of Orange. The Court uses the Grand Jury Fund to record revenue and expense associated with the cost of selecting, impaneling, and fulfilling the duties of the Grand Jury.

**FY 2015-16 APPROVED BUDGET**

Revenues and reimbursements	176,210
Expenditures	176,210
Interfund transfers	-
<b>Surplus / (deficit)</b>	<b>-</b>
Fund Balance, as of July 1, 2015	-
Surplus / (deficit)	-
<b>Projected Fund Balance, as of June 30, 2016</b>	<b>-</b>
<b>Projected Fund Balance Designations, as of June 30, 2016</b>	
Nonspendable	-
Restricted	-
Committed	-
Assigned	-
Unassigned	-
<b>Total Designations</b>	<b>-</b>

**TRENDS - Revenue, Expense, and Fund Balance**



**BUDGETED STAFFING**

	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
Authorized Positions	2	1	1	1	1
FTEs	2.0	1.0	1.0	1.0	1.0

**FY 2014-15 BUDGET VS. ACTUAL**

	Approved Budget	ACTUAL	Variance from Approved Budget	
Revenues and Reimbursements	183,260	156,201	(27,059)	-14.8%
Interfund Transfers	-	-	-	
Total Financing	183,260	156,201	(27,059)	-14.8%
Salaries and Benefits	110,233	124,753		0.0%
Services and Supplies	73,027	31,448		0.0%
Total Expense	183,260	156,201	-	0.0%
Total Change to Fund Balance	-	-		

**Enhanced Collections (120007)**  
**FUND TYPE - Special Revenue**  
**GOVERNING CODES - PC 1463.007, 1463.010**

**USES AND PURPOSES**

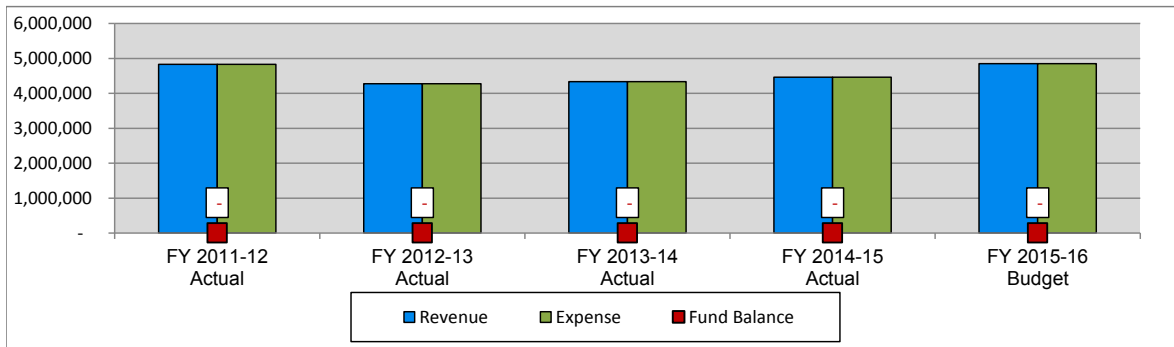
The Enhanced Collections Fund is used to record revenue (cost of collections offset) and expense associated with the Court's comprehensive collections program. Per Penal Code 1463.007, collection costs may be recovered from the collection of court-ordered fines, fees, forfeitures, penalties, and assessments imposed on misdemeanor, infraction, and felony cases before revenues are distributed to any other government entity. To qualify as a comprehensive collections program (thus making certain costs recoverable), the program must meet the minimum requirements outlined in sections 1463.007 and 1463.010 of the Penal Code.

The Court's collections program meets the requirements set forth in PC 1463.007 and offsets the costs of court staff, printing, postage, third party collection agencies, and overhead as part of their costs. The Court's Collections Unit also accepts payments forthwith; expenses related to forthwith payments are not captured in the enhanced collections fund and are coded to the Court's general TCTF operating fund (110001).

**FY 2015-16 APPROVED BUDGET**

Revenues and reimbursements	4,851,815
Expenditures	4,851,815
Interfund transfers	-
<b>Surplus / (deficit)</b>	<b>-</b>
Fund Balance, as of July 1, 2015	-
Surplus / (deficit)	-
<b>Projected Fund Balance, as of June 30, 2016</b>	<b>-</b>
<b>Projected Fund Balance Designations, as of June 30, 2016</b>	
Nonspendable	-
Restricted	-
Committed	-
Assigned	-
Unassigned	-
<b>Total Designations</b>	<b>-</b>

**TRENDS - Revenue, Expense, and Fund Balance**



**BUDGETED STAFFING**

	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
Authorized Positions	60	55	57	55	55
FTEs	60.0	57.2	57.0	53.3	50.5

**FY 2014-15 BUDGET VS. ACTUAL**

	Approved Budget	ACTUAL	Variance from Approved Budget	
Revenues and Reimbursements	4,974,181	4,462,818	(511,363)	-10.3%
Interfund Transfers	-	-	-	-
Total Financing	4,974,181	4,462,818	(511,363)	-10.3%
Salaries and Benefits	3,508,081	3,274,030	(234,051)	-6.7%
Services and Supplies	1,466,100	1,188,788	(277,312)	-18.9%
Total Expense	4,974,181	4,462,818	(511,363)	-10.3%
Total Change to Fund Balance	-	-	-	-

## Other County Services (120009)

FUND TYPE - Special Revenue

GOVERNING CODES - WIC 209 and 225-231; PC 1318.1; MOU with County

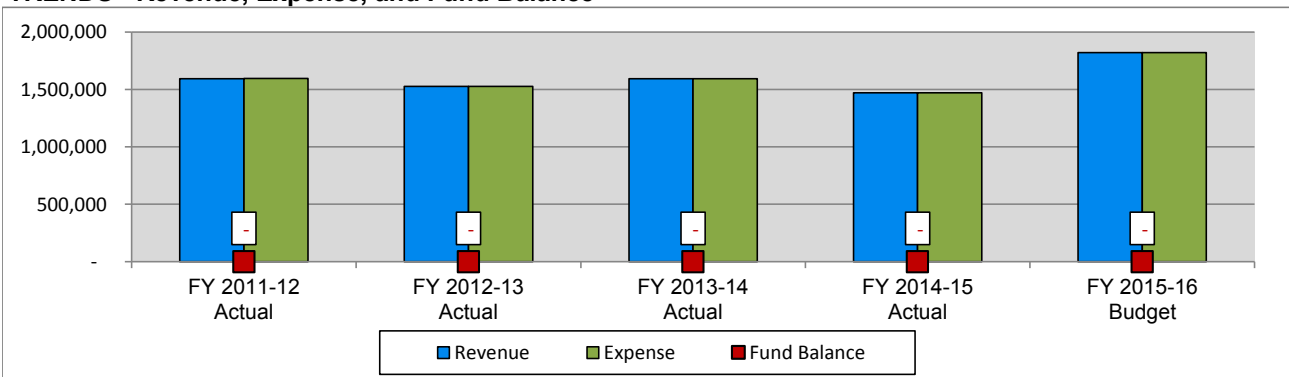
### USES AND PURPOSES

This fund is used to record revenue and expense associated with county programs that the Court operates and/or houses. These programs include the Detention Release program and the Juvenile Justice Commission.

### FY 2015-16 APPROVED BUDGET

Revenues and reimbursements	1,821,532
Expenditures	1,821,532
Interfund transfers	-
<b>Surplus / (deficit)</b>	<b>-</b>
Fund Balance, as of July 1, 2015	-
Surplus / (deficit)	-
<b>Projected Fund Balance, as of June 30, 2016</b>	<b>-</b>
<b>Projected Fund Balance Designations, as of June 30, 2016</b>	
Nonspendable	-
Restricted	-
Committed	-
Assigned	-
Unassigned	-
<b>Total Designations</b>	<b>-</b>

### TRENDS - Revenue, Expense, and Fund Balance



### BUDGETED STAFFING

	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
Authorized Positions	13	14	14	14	14
FTEs	13.6	14.3	14.4	14.2	14.3

### FY 2014-15 BUDGET VS. ACTUAL

	Approved Budget	ACTUAL	Variance from Approved Budget	
Revenues and Reimbursements	1,789,157	1,470,561	(318,596)	-17.8%
Interfund Transfers	-	4	4	
Total Financing	<u>1,789,157</u>	<u>1,470,565</u>	<u>(318,592)</u>	<u>-17.8%</u>
Salaries and Benefits	1,672,490	1,434,713	237,777	14.2%
Services and Supplies	116,667	35,852	80,815	69.3%
Total Expense	<u>1,789,157</u>	<u>1,470,565</u>	<u>318,592</u>	<u>17.8%</u>
Total Change to Fund Balance	<u>-</u>	<u>-</u>		

## Alternate Defense Program (120017)

FUND TYPE - Special Revenue

GOVERNING CODES - W&I 300, 602; PC 288, 1026, and 2097; CRC 10.810

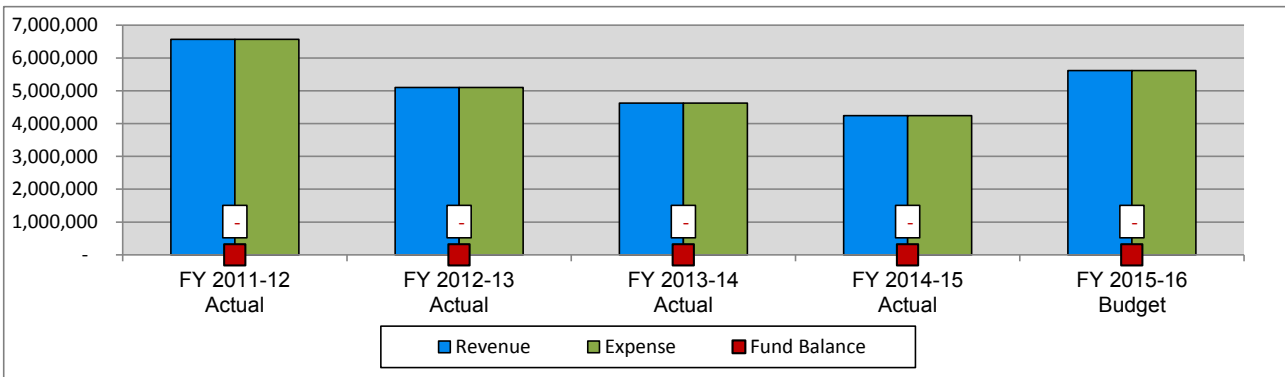
### USES AND PURPOSES

This fund is used to record revenue and expense associated with County-funded portion of Alternate Defense (court appointed counsel services). Per law, the County must reimburse the Court for certain activities/functions provided as alternate defense services.

### FY 2015-16 APPROVED BUDGET

Revenues and reimbursements	5,615,519
Expenditures	5,615,519
Interfund transfers	-
<b>Surplus / (deficit)</b>	<b>-</b>
Fund Balance, as of July 1, 2015	-
Surplus / (deficit)	-
<b>Projected Fund Balance, as of June 30, 2016</b>	<b>-</b>
<b>Projected Fund Balance Designations, as of June 30, 2016</b>	
Nonspendable	-
Restricted	-
Committed	-
Assigned	-
Unassigned	-
<b>Total Designations</b>	<b>-</b>

### TRENDS - Revenue, Expense, and Fund Balance



### BUDGETED STAFFING

	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
Authorized Positions	4	4	3	3	3
FTEs	4.2	4.2	3.0	3.0	5.6

### FY 2014-15 BUDGET VS. ACTUAL

	Approved Budget	ACTUAL	Variance from Approved Budget	
Revenues and Reimbursements	5,587,360	4,243,097	(1,344,263)	-24.1%
Interfund Transfers	-	-	-	
Total Financing	5,587,360	4,243,097	(1,344,263)	-24.1%
Salaries and Benefits	413,487	416,209	(2,722)	-0.7%
Services and Supplies	5,173,873	3,826,888	1,346,985	26.0%
Total Expense	5,587,360	4,243,097	1,344,263	24.1%
Total Change to Fund Balance	-	-		

## Court Facilities Maintenance (120020)

FUND TYPE - Special Revenue

GOVERNING CODES - W&I 300, 602; PC 288, 1026, and 2097; CRC 10.810

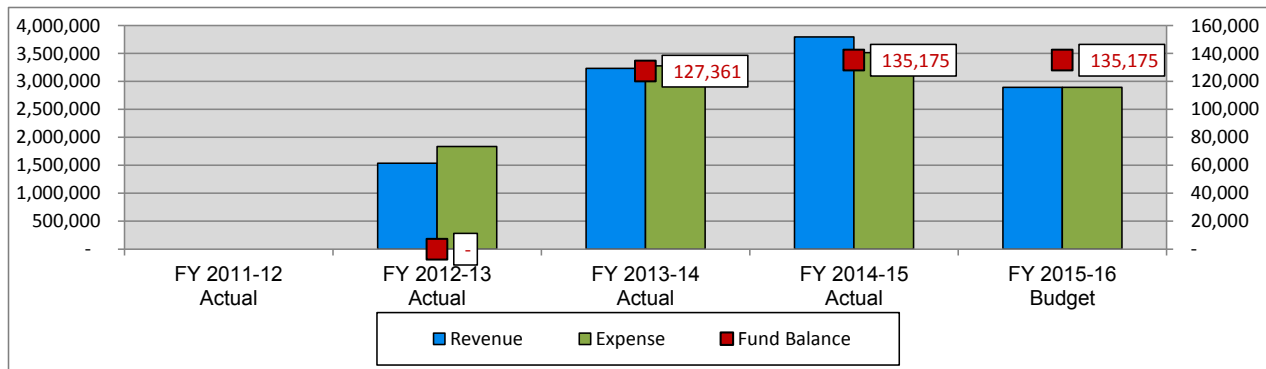
### USES AND PURPOSES

The purpose of the Facilities Maintenance Fund is to capture revenue and expense activity for the maintenance of court buildings. The Facilities Maintenance program is a three-year pilot program that is funded by the Judicial Council via an interbranch agreement (IBA). Orange County is one of only five courts statewide that is piloting this program. Facilities funding from the Judicial Council pays for staff costs and other service and supply costs, including facility modification projects, as outlined in the IBA with the Judicial Council.

### FY 2015-16 APPROVED BUDGET

Revenues and reimbursements	2,895,757
Expenditures	2,895,757
Interfund transfers	-
<b>Surplus / (deficit)</b>	<b>-</b>
Fund Balance, as of July 1, 2015	135,175
Surplus / (deficit)	-
<b>Projected Fund Balance, as of June 30, 2016</b>	<b>135,175</b>
<b>Projected Fund Balance Designations, as of June 30, 2016</b>	
Nonspendable	-
Restricted	-
Committed	135,175
Assigned	-
Unassigned	-
<b>Total Designations</b>	<b>135,175</b>

### TRENDS - Revenue, Expense, and Fund Balance



### BUDGETED STAFFING

	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
Authorized Positions	-	10	12	13	13
FTEs	-	7.5	11.5	12.3	11.0

### FY 2014-15 BUDGET VS. ACTUAL

	Approved Budget	ACTUAL	Variance from Approved Budget	
Revenues and Reimbursements	2,948,059	3,795,890	847,831	28.8%
Interfund Transfers	-	(274,789)	(274,789)	
Total Financing	2,948,059	3,521,101	573,042	19.4%
Salaries and Benefits	1,110,835	1,101,475	9,360	0.8%
Services and Supplies	1,964,585	2,411,812	(447,227)	-22.8%
Total Expense	3,075,420	3,513,287	(437,867)	-14.2%
Total Change to Fund Balance	(127,361)	7,814		



## Special Revenue Fund - Other (120021)

FUND TYPE - Special Revenue

GOVERNING CODES - GC 26840.3, PC 1203.4, PC 1205(d), PC 1463.22(a), VC 40508.6

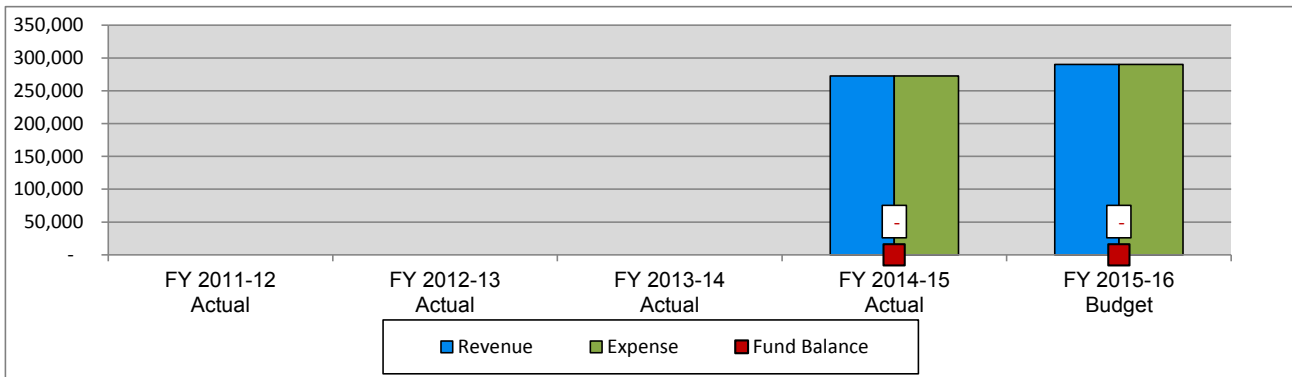
### USES AND PURPOSES

The purpose of this fund is to account for activity, such as local fee revenue sources, that may only be used for specific purposes. The revenue is restricted to support family conciliation court, change of pleas, installment fees, insurance convictions, and DMV history/priors. Activity recorded to this fund should be tracked with a WBS element.

### FY 2015-16 APPROVED BUDGET

Revenues and reimbursements	290,000
Expenditures	290,000
Interfund transfers	-
<b>Surplus / (deficit)</b>	<b>-</b>
<hr/>	
Fund Balance, as of July 1, 2015	-
Surplus / (deficit)	-
<b>Projected Fund Balance, as of June 30, 2016</b>	<b>-</b>
<hr/>	
<b>Projected Fund Balance Designations, as of June 30, 2016</b>	
Nonspendable	-
Restricted	-
Committed	-
Assigned	-
Unassigned	-
<b>Total Designations</b>	<b>-</b>

### TRENDS - Revenue, Expense, and Fund Balance



### BUDGETED STAFFING

	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
Authorized Positions	-	-	-	-	-
FTEs	-	-	-	-	-

### FY 2014-15 BUDGET VS. ACTUAL

	Approved Budget	ACTUAL	Variance from Approved Budget	
Revenues and Reimbursements	-	-	-	
Interfund Transfers	-	-	-	
Total Financing	-	-	-	
Salaries and Benefits	-	-	-	
Services and Supplies	-	-	-	
Total Expense	-	-	-	
Total Change to Fund Balance	-	-		

## Replacement of 2% Automation Fund (180004)

FUND TYPE - Special Revenue

GOVERNING CODES - GC 77207.5 (b), 68090.8

### USES AND PURPOSES

Per Government Code 68090.8, the annual distribution of Replacement of the 2% Automation Fund is based on FY 1994-95 collections. Per GC 77207.5(b), the source of these funds is the TCTF. Prior to 2006, the source of these funds was the Trial Court Improvement Fund (TCIF). The use of these funds is restricted to the "development and implementation of automated systems as described in GC 68090.8."

### FY 2015-16 APPROVED BUDGET

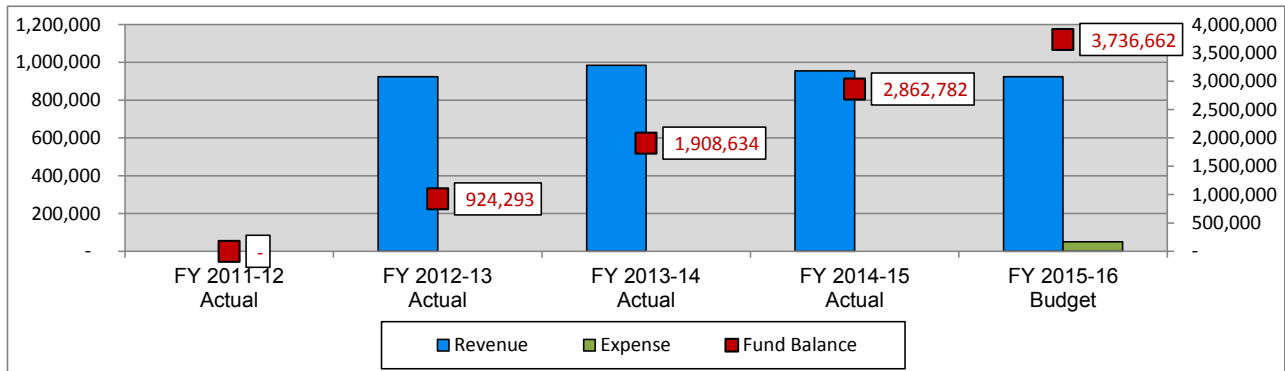
Revenues and reimbursements	923,880
Expenditures	50,000
Interfund transfers	-
<b>Surplus / (deficit)</b>	<b>873,880</b>

Fund Balance, as of July 1, 2015	2,862,782
Surplus / (deficit)	873,880
<b>Projected Fund Balance, as of June 30, 2016</b>	<b>3,736,662</b>

#### Projected Fund Balance Designations, as of June 30, 2016

Nonspendable	-
Restricted	3,736,662
Committed	-
Assigned	-
Unassigned	-
<b>Total Designations</b>	<b>3,736,662</b>

### TRENDS - Revenue, Expense, and Fund Balance



### BUDGETED STAFFING

	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
Authorized Positions	-	-	-	-	-
FTEs	-	-	-	-	-

### FY 2014-15 BUDGET VS. ACTUAL

	Approved Budget	ACTUAL	Variance from Approved Budget	
Revenues and Reimbursements	923,880	954,148	30,268	3.3%
Interfund Transfers	-	-	-	
<b>Total Financing</b>	<b>923,880</b>	<b>954,148</b>	<b>30,268</b>	<b>3.3%</b>
Salaries and Benefits	418,635	-	(418,635)	-100.0%
Services and Supplies	1,907,978	-	(1,907,978)	-100.0%
<b>Total Expense</b>	<b>2,326,613</b>	<b>-</b>	<b>(2,326,613)</b>	<b>-100.0%</b>
<b>Total Change to Fund Balance</b>	<b>(1,402,733)</b>	<b>954,148</b>		

## Children's Waiting Room (180005)

FUND TYPE - Special Revenue

GOVERNING CODE - GC 70640

### USES AND PURPOSES

Per statute, a portion of designated filing fees is distributed to the Court's Children's Waiting Room Fund on a monthly basis. The use of these funds is statutorily restricted to the costs (excluding capital outlay) of maintaining and operating a children's waiting room. The Court currently has a contract with a vendor who provides the aforementioned services.

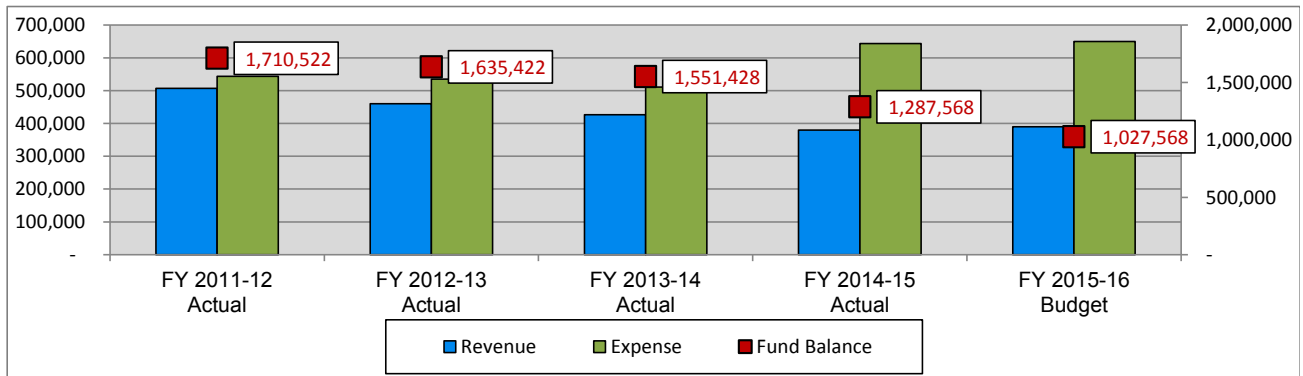
### FY 2015-16 APPROVED BUDGET

Revenues and reimbursements	390,000
Expenditures	650,000
Interfund transfers	-
<b>Surplus / (deficit)</b>	<b>(260,000)</b>
Fund Balance, as of July 1, 2015	1,287,568
Surplus / (deficit)	(260,000)
<b>Projected Fund Balance, as of June 30, 2016</b>	<b>1,027,568</b>

### Projected Fund Balance Designations, as of June 30, 2016

Nonspendable	-
Restricted	1,027,568
Committed	-
Assigned	-
Unassigned	-
<b>Total Designations</b>	<b>1,027,568</b>

### TRENDS - Revenue, Expense, and Fund Balance



### BUDGETED STAFFING

	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
Authorized Positions	-	-	-	-	-
FTEs	-	-	-	-	-

### FY 2014-15 BUDGET VS. ACTUAL

	Approved Budget	ACTUAL	Variance from Approved Budget	
Revenues and Reimbursements	420,100	379,599	(40,501)	-9.6%
Interfund Transfers	-	-	-	
Total Financing	420,100	379,599	(40,501)	-9.6%
Salaries and Benefits	-	-		
Services and Supplies	570,000	643,459	(73,459)	-12.9%
Total Expense	570,000	643,459	(73,459)	-12.9%
Total Change to Fund Balance	(149,900)	(263,860)		

## Automated Records / Micrographics (180006)

FUND TYPE - Special Revenue

GOVERNING CODE - GC 26863

### USES AND PURPOSES

The revenue recorded in this fund is used exclusively to pay the costs of automating the trial court recordkeeping system or converting the trial court's document system to micrographics, or both.

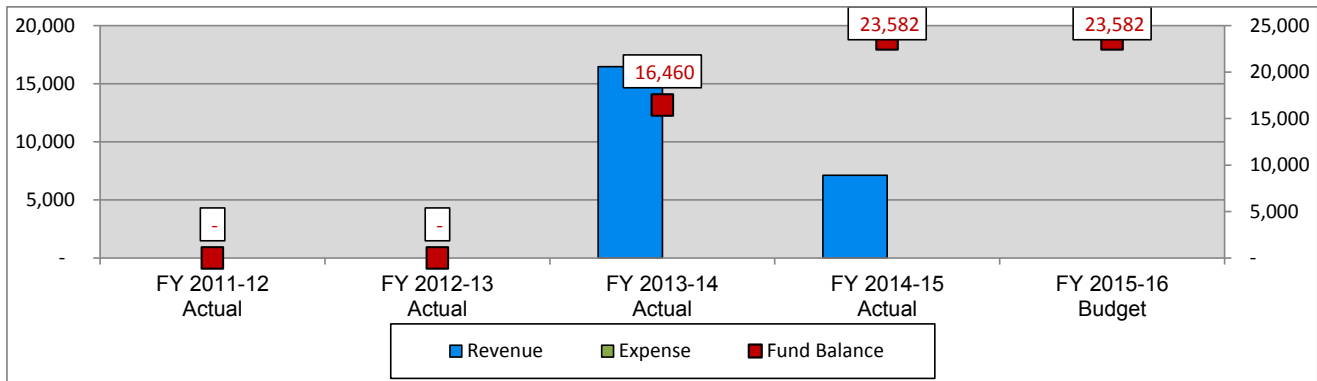
### FY 2015-16 APPROVED BUDGET

Revenues and reimbursements	-
Expenditures	-
Interfund transfers	-
<b>Surplus / (deficit)</b>	<b>-</b>
Fund Balance, as of July 1, 2015	23,582
Surplus / (deficit)	-
<b>Projected Fund Balance, as of June 30, 2016</b>	<b>23,582</b>

### Projected Fund Balance Designations, as of June 30, 2016

Nonspendable	-
Restricted	23,582
Committed	-
Assigned	-
Unassigned	-
<b>Total Designations</b>	<b>23,582</b>

### TRENDS - Revenue, Expense, and Fund Balance



### BUDGETED STAFFING

	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
Authorized Positions	-	-	-	-	-
FTEs	-	-	-	-	-

### FY 2014-15 BUDGET VS. ACTUAL

	Approved Budget	ACTUAL	Variance from Approved Budget
Revenues and Reimbursements	-	7,122	7,122
Interfund Transfers	-	-	-
Total Financing	-	7,122	7,122
Salaries and Benefits	-	-	-
Services and Supplies	-	-	-
Total Expense	-	-	-
Total Change to Fund Balance	-	7,122	

**JCC Grant (190100)**  
**FUND TYPE - Grant**  
**GOVERNING CODES - Grant Contracts**

**USES AND PURPOSES**

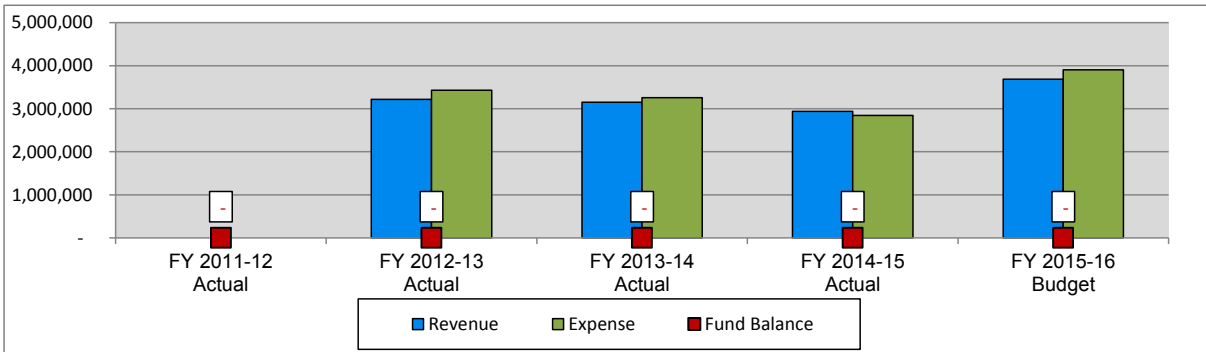
The purpose of this fund is to capture revenue and expenditure activity for all Judicial Council grants. In FY 2014-15, the grants budgeted in this fund are: AB 1058 Commissioner Grant, AB 1058 Facilitator Grant, JC Substance Abuse Focus Grant, and the Access to Visitation Grant. Each grant has a contract between the Judicial Council and the Court that specifies allowable uses of grant funds and the specific grant period. Grants are also subject to all applicable federal, state, and local requirements. Examples of uses of grant funds include staff costs, overhead, travel/training, contract costs, office supplies, and copier leases.

\*Prior to FY 2012-13, each grant had a separate fund in SAP; funds have been consolidated for prior year reporting.

**FY 2015-16 APPROVED BUDGET**

Revenues and reimbursements	3,685,613
Expenditures	3,904,547
Interfund transfers	218,934
<b>Surplus / (deficit)</b>	<b>-</b>
Fund Balance, as of July 1, 2015	-
Surplus / (deficit)	-
<b>Projected Fund Balance, as of June 30, 2016</b>	<b>-</b>
<b>Projected Fund Balance Designations, as of June 30, 2016</b>	
Nonspendable	-
Restricted	-
Committed	-
Assigned	-
Unassigned	-
<b>Total Designations</b>	<b>-</b>

**TRENDS - Revenue, Expense, and Fund Balance**



**BUDGETED STAFFING**

	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
Authorized Positions	29	26	23	21	21
FTEs	30.8	26.2	23.2	23.0	21.8

**FY 2014-15 BUDGET VS. ACTUAL**

	Approved Budget	ACTUAL	Variance from Approved Budget	
Revenues and Reimbursements	3,399,822	2,940,629	(459,193)	-13.5%
Interfund Transfers	282,852	1,922	(280,930)	-99.3%
Total Financing	3,682,674	2,942,551	(740,123)	-20.1%
Salaries and Benefits	2,639,976	2,164,019	475,957	18.0%
Services and Supplies	1,042,698	678,532	364,166	34.9%
Total Expense	3,682,674	2,842,551	840,123	22.8%
Total Change to Fund Balance	-	-		

**Federal Grant (190200)**  
**FUND TYPE - Grant**  
**GOVERNING CODES - Grant Contracts**

**USES AND PURPOSES**

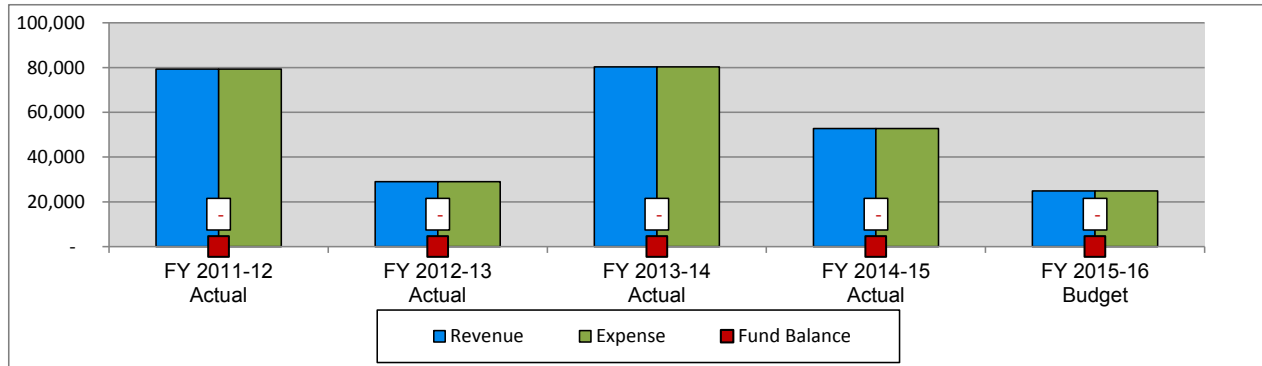
The purpose of this fund is to capture revenue and expenditure activity for all federal grants. Each grant has a contract between the grantor and the Court that specifies allowable uses of grant funds and the specific grant period. Grants are also subject to all applicable federal, state, and local requirements.

\*Prior to FY 2012-13, each grant had a separate fund in SAP; funds have been consolidated for prior year reporting.

**FY 2015-16 APPROVED BUDGET**

Revenues and reimbursements	24,872
Expenditures	24,872
Interfund transfers	-
<b>Surplus / (deficit)</b>	<b>-</b>
Fund Balance, as of July 1, 2015	-
Surplus / (deficit)	-
<b>Projected Fund Balance, as of June 30, 2016</b>	<b>-</b>
<b>Projected Fund Balance Designations, as of June 30, 2016</b>	
Nonspendable	-
Restricted	-
Committed	-
Assigned	-
Unassigned	-
<b>Total Designations</b>	<b>-</b>

**TRENDS - Revenue, Expense, and Fund Balance**



**BUDGETED STAFFING**

	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
Authorized Positions	-	-	-	-	-
FTEs	-	-	-	-	-

**FY 2014-15 BUDGET VS. ACTUAL**

	Approved Budget	ACTUAL	Variance from Approved Budget	
Revenues and Reimbursements	104,439	52,793	(51,646)	-49.5%
Interfund Transfers	-	-	-	
<b>Total Financing</b>	<b>104,439</b>	<b>52,793</b>	<b>(51,646)</b>	<b>-49.5%</b>
Salaries and Benefits	-	-		0.0%
Services and Supplies	104,439	52,793	51,646	49.5%
<b>Total Expense</b>	<b>104,439</b>	<b>52,793</b>	<b>51,646</b>	<b>49.5%</b>
<b>Total Change to Fund Balance</b>	<b>-</b>	<b>-</b>		

# CENTRAL JUSTICE CENTER

## 700 Civic Center Drive West Santa Ana, CA 92701

Hours of operation  
8:00 a.m. to 4:00 p.m.

Self-Help Center hours  
Monday through Thursday 8:00 a.m. to 4:00 p.m.  
Friday 8:00 a.m. to 3:00 p.m.

- » Night traffic court is available on the third Tuesday of every month from 4:00 p.m.
- » Night small claims court is available on the third Tuesday of every month from 4:00 p.m.

This justice center serves the following cities

Orange	Tustin	Villa Park
Santa Ana		

In addition, this justice center hears limited civil and small claims cases for the following cities

Fountain Valley	Huntington Beach	Seal Beach
Garden Grove		Westminster

This justice center also hears unlimited civil cases for all cities and areas in Orange County

**SERVICES OFFERED AT THIS JUSTICE CENTER**

*Children's Waiting Room*  
*Self-Help Center*

**NUMBER OF COURTROOMS** 65

<i>Criminal and Traffic</i>	32
<i>Civil and Small Claims</i>	28
<i>Probate</i>	4
<i>Department 1</i>	1

**BUILDING CAPACITY (sq. ft.)** 500,533

<i>Superior Court occupied</i>	322,724
<i>County or other occupied</i>	31,265
<i>Common area</i>	146,544

**TOTAL COURT STAFF** 726

<i>Judges</i>	57
<i>Assigned judges</i>	6
<i>Commissioners</i>	3
<i>Non-judicial staff</i>	660

**NON-COURT STAFF** 253

<i>District Attorney</i>	97
<i>Probation</i>	11
<i>Sheriff</i>	137
<i>Victim Witness</i>	8

# CIVIL COMPLEX CENTER

751 W. Santa Ana Blvd.  
Santa Ana, CA 92701

Hours of operation  
8:00 a.m. to 4:00 p.m.

- » Only unlimited civil cases are heard at this facility.
- » All documents at this location are filed electronically.
- » Evidence presentation and videoconferencing equipment are available for use.

Complex cases are classified as those that are designated complex under the provisions of California Rules of Court, Rule 3.400. A class action suit is an example of a complex action. Complex cases sometimes take up to five years to be resolved.

NUMBER OF COURTROOMS	5	TOTAL COURT STAFF	36
<i>Civil</i>	5	<i>Judges</i>	5
		<i>Non-judicial staff</i>	31
BUILDING CAPACITY (sq. ft.)	28,766	TOTAL NON-COURT STAFF	3
		<i>Sheriff</i>	3



SUPERIOR COURT  
OF CALIFORNIA

CIVIL COMPLEX  
CENTER

751

West Santa Ana Blvd.  
Building 36



# COMMUNITY COURT

909 N. Main St.  
Santa Ana, CA 92701

Hours of operation  
8:00 a.m. to 4:00 p.m.

- » A variety of agencies that provide supportive services are co-located onsite.
- » Walk-ins are welcome!

Collaborative Courts enhance the quality of justice and service to the public by providing alternatives to traditional court processes and sentencing options so as to increase public safety, reduce recidivism, and promote cost savings.

<b>SERVICES OFFERED AT THIS JUSTICE CENTER</b>		<b>TOTAL COURT STAFF</b>		<b>8</b>
<i>Children's Waiting Room</i>		<i>Judges</i>		1
		<i>Non-judicial staff</i>		7
<b>NUMBER OF COURTROOMS</b>	<b>1</b>	<b>TOTAL NON-COURT STAFF</b>	<b>12</b>	
<i>Criminal</i>	1	<i>District Attorney</i>	1	
		<i>Public Defender</i>	3	
		<i>Probation</i>	1	
<b>BUILDING CAPACITY (sq. ft.)</b>	<b>7,727</b>	<i>Health Care Agency</i>	1	
		<i>Sheriff</i>	4	
		<i>CCLC (Children's Chambers)</i>	2	

# COURTROOM AT THE JAIL (CJ1)

**550 N. Flower St., Building 50**  
**Santa Ana, CA 92703**

Hours of operation  
8:00 a.m. to 4:00 p.m.

CJ1 opened as a partnership with the Orange County Sheriff's Department, District Attorney, and Public Defender Office. Its objective is to conduct court-wide in-custody arraignments, and to continue the Court's effort towards reducing courthouse detention overcrowding.

NUMBER OF COURTROOMS	1	TOTAL COURT STAFF	13
<i>Criminal</i>	1	<i>Judicial Officer</i>	1
		<i>Non-judicial staff</i>	12
 CJ1 SPACE (sq. ft.)	 2,589	 TOTAL NON-COURT STAFF	 15
Square footage includes the courtroom, staff work area, chambers, and the public viewing area		<i>District Attorney</i>	3
		<i>Public Defender</i>	4
		<i>Sheriff</i>	8

# HARBOR JUSTICE CENTER

## 4601 Jamboree Rd.

### Newport Beach, CA 92660

Hours of operation  
8:00 a.m. to 4:00 p.m.

Self-Help Center hours  
Monday through Thursday 8:00 a.m. to 4:00 p.m.  
Friday 8:00 a.m. to 3:00 p.m.

- » Traffic cases to be heard by a judicial officer must be pre-calendared using the Court's website.
- » Night traffic court is available on the first Tuesday of every month from 4:00 p.m.

This justice center serves the following cities and areas

Aliso Viejo  
Capistrano Beach  
Coto de Caza  
Corona del Mar  
Dana Point  
Irvine

Laguna Beach  
Laguna Hills  
Laguna Niguel  
Laguna Woods  
Lake Forest  
Mission Viejo

Mission Viejo  
Newport Beach  
Rancho Santa Margarita  
San Clemente  
San Juan Capistrano

**SERVICES OFFERED AT THIS JUSTICE CENTER**

*Children's Waiting Room*  
*Self-Help Center*

**NUMBER OF COURTROOMS**

<i>Criminal and Traffic</i>	14
<i>Civil</i>	13
	1

**BUILDING CAPACITY (sq. ft.)**

	110,855
<i>Superior Court occupied</i>	73,166
<i>County or other occupied</i>	13,603
<i>Common area</i>	24,086

**TOTAL COURT STAFF**

<i>Judges</i>	136
<i>Commissioners</i>	10
<i>Non-judicial staff</i>	2
	124

**TOTAL NON-COURT STAFF**

<i>District Attorney</i>	143
<i>Probation</i>	49
<i>Public Defender</i>	2
<i>Sheriff</i>	22
<i>Victim Witness</i>	53
<i>Other</i>	6
	11

SUPERIOR COURT OF CALIFORNIA  
HARBOR JUSTICE CENTER

# IRVINE FACILITY

Hours of operation  
8:00 a.m. to 5:00 p.m.

The Irvine facility does not have courtrooms or provide direct services to the public. In addition to a significant portion of the Courts record and exhibits storage, the Irvine facility also houses staff from the following functional areas:

Collections  
Procurement Services

Court Technology Services  
Records and Exhibits Management

NUMBER OF COURTROOMS	none	TOTAL COURT STAFF	45
		<i>Collections</i>	9
BUILDING CAPACITY (sq. ft.)	48,200	<i>Court Technology Services</i>	16
		<i>Procurement Services</i>	7
		<i>Records and Exhibit Management</i>	13



# LAMOREAUX JUSTICE CENTER

341 The City Drive South  
Orange, CA 92868

Hours of operation  
8:00 a.m. to 4:00 p.m.

Self-Help Center hours  
Monday through Thursday 8:00 a.m. to 4:00 p.m.  
Friday 8:00 a.m. to 3:00 p.m.

The following are heard at this justice center

Family Law  
Juvenile Delinquency  
Juvenile Dependency

Boys Court  
Girls Court

Juvenile Drug Court  
Truancy Court

**SERVICES OFFERED AT THIS JUSTICE CENTER**

*Children's Waiting Room*  
*Self-Help Center*

**TOTAL COURT STAFF**

332

*Judges* 25  
*Assigned judges* 1  
*Commissioners* 5  
*Non-judicial staff* 301

**NUMBER OF COURTROOMS**

31

*Family Law* 20  
*Juvenile* 11

**NON-COURT STAFF**

County of Orange 166  
*County Counsel* 19  
*District Attorney* 21  
*Probation* 13  
*Public Defender* 30  
*Sheriff* 58  
*Social Services Agency* 25

**BUILDING CAPACITY (sq. ft.)**

230,886

*Superior Court occupied* 127,655  
*County or other occupied* 32,010  
*Common area* 71,221

**Other**

35  
*Denise Schleicher* 2  
*DV Assistance Program* 6  
*Harold La Flamme* 7  
*J. Michael Hughes* 4  
*Juvenile Defenders* 9  
*Victim Witness* 7

# NORTH JUSTICE CENTER

## 1275 N. Berkeley Ave. Fullerton, CA 92832

Hours of operation  
8:00 a.m. to 4:00 p.m.

Self-Help Center hours  
Monday through Thursday 8:00 a.m. to 4:00 p.m.  
Friday 8:00 a.m. to 3:00 p.m.

- » Traffic cases to be heard by a judicial officer must be pre-calendared using the Court's website.
- » Night traffic court is available on the first Tuesday of every month from 4:00 p.m.

This justice center serves the following cities

Anaheim  
Brea  
Buena Park  
Cypress

Fullerton  
La Habra  
La Palma

Los Alamitos  
Placentia  
Stanton  
Yorba Linda

**SERVICES OFFERED AT THIS JUSTICE CENTER**

*Children's Waiting Room*  
*Self-Help Center*

**NUMBER OF COURTROOMS**

*Criminal and Traffic*  
*Civil and Small Claims*

18  
17  
1

**BUILDING CAPACITY (sq. ft.)**

*Superior Court occupied*  
*County or other occupied*  
*Common area*

131,843  
89,544  
9,608  
32,691

**TOTAL COURT STAFF**

*Judges*  
*Assigned judges*  
*Commissioners*  
*Non-judicial staff*

145  
11  
2  
3  
129

**NON-COURT STAFF**

*District Attorney*  
*Probation*  
*Sheriff*  
*Anaheim City Attorney*  
*Victim Witness*  
*Other*

108  
34  
3  
41  
12  
6  
12

# SUPERIOR COURT SERVICE CENTER

## 27573 Puerta Real

### Mission Viejo, CA 92691

Hours of operation

Monday through Thursday 8:00 a.m. to 4:00 p.m.

Friday 8:00 a.m. to 3:00 p.m.

Closed for lunch Monday through Friday 12:30 to 1:30 p.m.

The Superior Court Service Center does not have courtrooms. A Self-Help Center is available to provide the public with legal information and procedural assistance, various types of workshops, document review of legal forms, and access to computers and a legal library. Future services will include acceptance of payments and

The Superior Court Service Center serves all communities in Orange County.

SERVICES OFFERED AT THIS JUSTICE CENTER

*Self-Help Center*

TOTAL COURT STAFF

*Self-Help Center*

3

3

BUILDING CAPACITY (sq. ft.)

6,116

TOTAL NON-COURT STAFF

*Sheriff*

2

2

# WEST JUSTICE CENTER

## 8141 13th St.

### Westminster, CA 92683

Hours of operation  
8:00 a.m. to 4:00 p.m.

- » Traffic cases to be heard by a judicial officer must be pre-calendared using the Court's website.
- » Night traffic court is available on the third Tuesday of every month from 4:00 p.m.

This justice center serves the following cities

Costa Mesa  
Cypress  
Fountain Valley

Garden Grove  
Huntington Beach  
Los Alamitos

Seal Beach  
Stanton  
Westminster

**SERVICES OFFERED AT THIS JUSTICE CENTER**

*Children's Waiting Room*

**NUMBER OF COURTROOMS**

*Criminal and Traffic*

**BUILDING CAPACITY (sq. ft.)**

*Superior Court occupied*

*County or other occupied*

*Common area*

17

17

113,160

83,288

8,557

21,315

**TOTAL COURT STAFF**

*Judges*

*Non-judicial staff*

**NON-COURT STAFF**

*District Attorney*

*Probation*

*Sheriff*

*Victim Witness*

*Other*

122

10

112

95

46

3






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6



## PERFORMANCE MEASURE PILOT PROGRAM

 Legal Services	 Court Technology	 Finance and Admin.	 Human Resources	 Operations
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
<b>Cost center name and number:</b>	Office of General Counsel (302210)
<b>Cost center manager:</b>	Jeff Wertheimer
<b>Goal:</b>	Improve delivery of useful and relevant information in legislative status charts.
<b>Performance measure:</b>	The Legislative Coordinator will determine the needs of individual Operations Analyst Groups, and each month will modify one of the Legislative Status Charts to meet those needs.

<b>Cost center name and number:</b>	CTS - Servers, Storage, and DBA Services (303230)
<b>Cost center manager:</b>	Pawan Sarna
<b>Goals:</b>	<ol style="list-style-type: none"> <li>1. Expedite the execution of the Infrastructure improvement projects; V3 application migration, P8 application migration.</li> <li>2. Reduce turn around time for the support issues resolution.</li> </ol>
<b>Performance measures:</b>	<ol style="list-style-type: none"> <li>1. Prepare project plans for keeping track of the project and address any gaps/delays.</li> <li>2. Keep track of the Footprint tickets/change requests and ensure quicker turn around.</li> </ol>

<b>Cost center name and number:</b>	CTS - Vision and ILJ (303340)
<b>Cost center manager:</b>	Jeff Holzhauer
<b>Goal:</b>	Execute projects and enhance the application to meet user requirements and legislative changes.
<b>Performance measure:</b>	Keep track of the number of application change requests (ARs) that have been completed by the Vision team by making program changes implemented in Vision Builds.

<b>Cost center name and number:</b>	CTS - Service Center and User Support Services (303530)
<b>Cost center manager:</b>	Rosa Holdeman
<b>Goal:</b>	To achieve the best level of call center customer service and technical support possible while operating efficiently and effectively for the benefit of court customers.
<b>Performance measure:</b>	Report metrics on total calls received; average time to answer; abandoned call ratio; first contact resolution percentage; and random surveys after a support ticket is closed.

## PERFORMANCE MEASURE PILOT PROGRAM

 Legal Services	 Court Technology	 Finance and Admin.	 Human Resources	 Operations
--	--	--	--	--

<b>Cost center name and number:</b>	CTS - Enterprise Applications Support (303550)
<b>Cost center manager:</b>	Luis Najera
<b>Goal:</b>	Complete all outstanding Footprint tickets assigned to the Network Administration, eMail and Lync, and SharePoint Administration teams within seven days of assignment.
<b>Performance measure:</b>	Keep track of the following as a percentage: Footprint tickets resolved in less than seven days vs. Footprint tickets that take longer than seven days.

<b>Cost center name and number:</b>	Financial Planning Office (304210)
<b>Cost center manager:</b>	Kristine Swensson
<b>Goals:</b>	<ol style="list-style-type: none"> <li>1. Provide relevant and reliable information and/or data to ensure the most efficient usage of Court resources.</li> <li>2. Provide excellent customer service.</li> </ol>
<b>Performance measures:</b>	<ol style="list-style-type: none"> <li>1. Financial Planning will create monthly budgets for FY 2015-16. Throughout the fiscal year, actual revenues and expenditures will be compared against these monthly budgets. The variance will be within 1%.</li> <li>2. Financial Planning will have at least 12 interactions with internal customers where staff will provide tools or teach techniques to facilitate customers' improved understanding and efficient management of the FY 2015-16 budget.</li> </ol>

<b>Cost center name and number:</b>	Accounting Services (304300)
<b>Cost center managers:</b>	Jennifer Han / Solange Backes
<b>Goal:</b>	Evaluate the need to upgrade credit card terminals for EMV (Eurocard, Mastercard, Visa) compliance.
<b>Performance measure:</b>	Dollar amount of chargeback losses.

# PERFORMANCE MEASURE PILOT PROGRAM






Legal Services
  Court Technology
  Finance and Admin.
  Human Resources
  Operations

<b>Cost center name and number:</b>	Facilities Administration and Project Management (304410)
<b>Cost center manager:</b>	Anthony Palumbo
<b>Goals:</b>	<ol style="list-style-type: none"> <li>1. Improve customer satisfaction.</li> <li>2. To ensure employees receive emergency alerts through the new Court Alert mass notification system. Target measure is to have 80% of employees provide at least one voluntary pathway.</li> <li>3. Efficient and timely completion of preventative maintenance.</li> </ol>
<b>Performance measures:</b>	<ol style="list-style-type: none"> <li>1. 95% customer satisfaction rating.</li> <li>2. ERSS will promote new Court Alert system to all non-judicial employees encouraging them to voluntarily provide multiple contact pathways to court management for use during emergency incidents.</li> <li>3. 97% on time completion of preventative maintenance service work orders.</li> </ol>

<b>Cost center name and number:</b>	Collections (304500)
<b>Cost center manager:</b>	Dawn Morton
<b>Goal:</b>	Increase the amount of revenue collected via tax intercept for program year 2016.
<b>Performance measure:</b>	Increase the number of cases submitted/offsets achieved through the tax intercept process.

<b>Cost center name and number:</b>	Procurement Services (304700)
<b>Cost center manager:</b>	Shunna Austin
<b>Goal:</b>	Provide professional and efficient service to our customers while driving innovation and process improvement.
<b>Performance measures:</b>	Increase customer satisfaction level in regards to the usefulness of the Procurement Services SharePoint site by 5%.

# PERFORMANCE MEASURE PILOT PROGRAM

 Legal Services	 Court Technology	 Finance and Admin.	 Human Resources	 Operations
--	--	--	--	--

<b>Cost center name and number:</b>	Human Resources (305100)
<b>Cost center manager:</b>	Bryan Drinkward
<b>Goal:</b>	Collect and track more timely data on employee turnover statistics that is easier to access.
<b>Performance measure:</b>	Instead of running the report once per year, the report will be run at least once each quarter. Could potentially be converted to a Dynamics based report to provide real-time updates and dashboard-like analysis.






<b>Cost center name and number:</b>	Organizational Development (305200)
<b>Cost center manager:</b>	Bud Whalen
<b>Goal:</b>	Create metrics on class surveys, to be sure that we are meeting the needs of the Court.
<b>Performance measure:</b>	We have recently changed our exit surveys to have several consistent questions, so that we could analyze the data across all classes. For this pilot, we will be measuring satisfaction of the class participants.

<b>Cost center name and number:</b>	Civil Operations (306311)
<b>Cost center manager:</b>	Vicky Brizuela
<b>Goal:</b>	To improve service delivery and efficiency for customers that use our public windows.
<b>Performance measure:</b>	Time from entering queue to getting filing(s) completed.

<b>Cost center name and number:</b>	Criminal and Traffic Operations (306411)
<b>Cost center manager:</b>	Nora Sanchez
<b>Goal:</b>	Improve quality of work by focusing on data integrity, case management system enhancements, and processing time improvements.
<b>Performance measure:</b>	Reduce processing backlog in three non-compliance reports.

<b>Cost center name and number:</b>	Family Law (306514)
<b>Cost center manager:</b>	Teri Thomas
<b>Goal:</b>	Increase compliance on payments ordered after an initial fee waiver is denied.
<b>Performance measure:</b>	Decrease in the number of cases in which payment plans are past due.

## PERFORMANCE MEASURE PILOT PROGRAM

 Legal Services	 Court Technology	 Finance and Admin.	 Human Resources	 Operations
--	--	--	--	--

<b>Cost center name and number:</b>	Family Court Services (306516)
<b>Cost center manager:</b>	Jan Mueller
<b>Goal:</b>	Decrease number of child custody investigations (CCI) conducted by settling cases in mediation upon Court referral for a partial or full CCI.
<b>Performance measure:</b>	After parties are referred for CCI, they will mediate that day if possible or mediation will be scheduled prior to their investigation appointment. All parties to participate except for partial CCI referrals who have mediated within the past two weeks and oppose another appointment.

<b>Cost center name and number:</b>	Juvenile Dependency and Delinquency (306517)
<b>Cost center manager:</b>	Kelli Beltran
<b>Goal:</b>	Decrease the number of minute order errors on delinquency cases.
<b>Performance measures:</b>	<ol style="list-style-type: none"> <li>1. Reduction in the number of "problem memos" submitted.</li> <li>2. Reduction in the number of probation "assume memos" submitted.</li> <li>3. Reduction in the number in nunc pro tunc entries.</li> </ol>

<b>Cost center name and number:</b>	Juvenile Justice Commission (306521)
<b>Cost center manager:</b>	Beverly MacLaren
<b>Goal:</b>	Increase the number of group home inspections by the Juvenile Justice Commission.
<b>Performance measure:</b>	Compare the number of group homes inspected in FY 2014-15 to FY 2015-16.

<b>Cost center name and number:</b>	Self-Help Services (306522)
<b>Cost center manager:</b>	Maria Livingston
<b>Goal:</b>	Implement an on-line appointment system for workshop.
<b>Performance measure:</b>	Percentage of workshop attendees who choose to use on-line appointment, and of those, the no-show rate.

## MY Plan



### Projects Completed as of June 30, 2015

<u>MY Plan No.</u>	<u>Project Name</u>	<u>Project Budget</u>	<u>Actual Cost</u>
11O007	YouTube Videos	1,759	483
11O009	Video Remote Interpreting	82,959	4,600
11O045	District Attorney Interace	190,105	62,986
11O046	Criminal Imaging	718,000	1,173,999
11F051	ETL Developer for Financial Systems	151,000	-
11F059	Controlled Asset System Replacement	57,475	22,162
11O087	Collection Court	-	25,235
11O098	Wireless Litigation Support	35,102	1,204
11O109	JBSIS Training	7,066	-
11O123	Criminal ELF	260,968	223,255
11T132	Mobility Strategy	675,932	261,212
11T133	Name Search Fee	68,997	317,735
11T134	E-Mail in the Cloud	90,000	-
11O157	Merge WJC Small Claims	18,175	18,561
11O170	On-line Hearing Reservation System	46,040	-
12F180	NSF Fee Increase	-	-
13O183	Public Website Upgrade	213,557	69,563
13O186	On-Line Transcript Requests	5,569	24,992
13F193	Digital Signatures Software	11,376	1,556
<b>TOTAL - Completed MY Plan Projects (19)</b>		<b>2,634,080</b>	<b>2,207,543</b>



### Projects Active as of July 1, 2015

<u>MY Plan No.</u>	<u>Project Name</u>	<u>Project Budget</u>
11O011	Elder Self-Help Clinic	69,591
11H033	Personnel File Imaging	100,000
11F052	Kiosk Implementation	91,266
11T126	ILJAOC e-Citation - Brazos	288,457
11T126.2	ILJAOC e-Citation - Crossroads	64,050
11O153	Rework DMV DOJ Interface	207,403
12H172	Employee Master Information Database	769,722
13T184	New CMS Deployment – Family Law / Juvenile	10,084,000
13O188	Electronic Service of Court Documents	122,099
13O192	Jury Postcard Summons	68,522
13O196	FPCS Automation Initiatives	62,028
13T197	IVRCC	835,000
14T199	Self-Help Triage	512,775
14O202	Records Scanning	2,456,727
<b>TOTAL - Active MY Plan Projects (14)</b>		<b>15,731,640</b>

## MY Plan



### Pending List as of July 1, 2015

<u>MY Plan no.</u>	<u>Project Name</u>
11O001	Domestic Violence - CLETS Automation
11O003	Orange County Publication of Notice Website
11O008	Family Law Settlement Officers
11O010	Elder Abuse Court
11O014	Electronic Filing of Transcripts
11O015	Jury System Imaging Component
11O017	Small Claims E-Filing Expansion
11O018	Electronic Appellate Clerk's Transcript
11O021	Civil ELF II
11O024	Cross Case-Type Other Cases Report
11H030	Employee Satisfaction Survey
11F034	Civil Jury Fee Forfeiture Automation
11F035	Automation of V3 Refund Process
11F036	Automation of Vision Refund Process
11O038	Search Warrant Tracking System
11O040	Protocol/Policy for Email Retention
11O041	Program Compliance/Non-Compliance Reporting
11O044	Electronic Prior Packets
11O047	Correspondence ( <i>outsource mailing in traffic/criminal</i> )
11F054	Project Management Information System
11F060	CXC Public Counters
11F065	Image and Catalogue Facility Records
11F066	Internal Wage Garnishments and Liens ( <i>evaluation with FTB services</i> )
11F077	Recurring Payments Over the Counter
11O084	Follow-Up CWC Traffic Study and Attorney Outreach Survey
11O086	City Attorney E-Filing
11O088	Electronic Document Certification
11O090	Minute Order Capture Tool
11O094	Standardization of Minutes
11O096	Automated Document ( <i>Machine</i> ) Translation
11O097	RITS Upgrade or Replacement
11O099	Exploratory Analysis of Civil and Criminal Case Characteristics, Patterns and Predictors
11O111	On-Line Juror Orientation
11O112	Expand Family Law Filing Windows to NJC, WJC and HJC-LH
11O125	Victim Restitution and Payment Acceptance/Distribution
11O127	Modify Remote Services Based on User Patterns
11O130	E-Probation
11F138	SAP Contract Module Implementation
11O139	E-Tahl
11O141	Remote Appearance by Witness Program
11O144	E-Filing to the California Supreme Court
11O150	Centralize Records Management for All Case Types
11O155CR	Expand Court Date Reservation Systems

## MY Plan



### Pending List as of July 1, 2015

<u>MY Plan no.</u>	<u>Project Name</u>
11O155SH	Expand Court Date Reservation Systems
11O161	Caseflow Management/Business Intelligence <i>(Establish Caseflow-related Data and Display Dashboard-style)</i>
11O162	Post-Conviction Compliance Program
11F163	White Board Room
11O166	Small Claims Advisor
11O167	Streamlining of Dismissal Process in CCMS
11F169	Space Utilization Improvement
11O171	OC Sheriff Portal
12F173	Bond Forfeiture Notices
12F176	Flex Schedules and Business Casual Fridays
12F177	Jury Payroll Tracking
12O178	Laura's Law Court
13T185	New Case Management System (CMS) Deployment – Civil
13O187	Judicial Arbitrator and Civil Mediator Portal
13O189	Electronic Certification of Court Documents Across Case Types
13O190	Portal for Government and Law Enforcement Agencies
13H191	Crisis Management Team – Threat Assessment Consultation
13O194	Automated Redactions – Juvenile
13O195	Electronic Recording Storefront/Vendor for Purchase of Copies
14O200	Electronic Recording Automated Destruction
14H201	Halogen Replacement
15H203	Manager/Supervisor Development Project
15H204	Collaborative E-learning Project





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## WAFM CALCULATION

**Case weight.** For WAFM calculation purposes, each case type (such as felony, family law, and small claims) is assigned a case weight, which is represented in a number of minutes. The 22 different case weights approved by the Judicial Council for WAFM calculations are in the table below.

RAS II: Final Case Types	Case weight (in minutes)	Case Category
Infractions > 100,000 filings (large court)	28	Infractions
Infractions < 100,000 filings (small court)	40	
Felony	944	Criminal
Misdemeanor – Traffic	109	
Misdemeanor – Non-Traffic	298	
Asbestos	3,546	Civil
Complex Civil (interim)	2,271	
Unlimited Civil	797	
Limited Civil	179	
Unlawful Detainer	235	
Small Claims	201	
Employment Development Department (EDD) (Sacramento only)*	16	
Conservatorship / Guardianship	3,729	Mental Health / Probate
Estates / Trusts	835	
Mental Health	627	
Dependency	1,428	Juvenile
Delinquency	602	
Dissolution / Separation / Nullity	1,057	Family Law
Child Support	484	
Domestic Violence	770	
Parentage	1,158	
All other family law petitions	478	

\*EDD case weight developed outside of the 2010 time study

**Needs calculation.** Each court's average annual filings are multiplied by the appropriate case weight to get an aggregated estimate of minutes needed to process that court's workload. The total number of minutes is then divided by 95,900 minutes, which is the standard number of minutes per FTE as approved by the Judicial Council. This calculation yields the estimated number of direct labor FTEs needed to process the workload. The WAFM formula then uses each court's budgeted staffing to calculate benefits costs, ratios for indirect support staff, and supervisory needs.

## CASES FILED BY CASE TYPE AND BY FISCAL YEAR

<u>Case Type</u>	<u>FY 2011-12</u>	<u>FY 2012-13</u>	<u>FY 2013-14</u>	<u>FY 2014-15</u>	<u>FY 2015-16 Projections</u>
<b>Criminal and Traffic</b>	<b>505,604</b>	<b>457,396</b>	<b>425,896</b>	<b>391,148</b>	<b>391,983</b>
Felony	16,028	18,056	18,837	13,609	10,340
Misdemeanor	50,903	46,511	42,758	47,847	56,631
Traffic	438,673	392,829	364,301	329,692	325,012
<b>Civil</b>	<b>88,082</b>	<b>69,757</b>	<b>62,795</b>	<b>55,976</b>	<b>55,542</b>
Unlimited Civil	15,193	13,941	14,539	14,352	14,276
Limited Civil	55,094	41,304	34,604	27,917	27,574
Small Claims	17,795	14,512	13,652	13,707	13,692
<b>Probate and Mental Health</b>	<b>7,858</b>	<b>7,929</b>	<b>8,198</b>	<b>7,976</b>	<b>7,985</b>
Probate	5,319	5,570	5,182	4,951	4,945
Mental Health	2,539	2,359	3,016	3,025	3,040
<b>Family Law</b>	<b>28,230</b>	<b>26,315</b>	<b>24,173</b>	<b>25,099</b>	<b>25,121</b>
Dissolutions, Separations, Nullities	11,995	11,831	11,229	11,107	11,011
Child Support	8,958	7,166	5,910	7,182	7,250
Domestic Violence	5,015	5,024	4,800	4,614	4,652
Parentage	1,757	1,882	1,934	1,885	1,903
Parental Terminations	505	412	300	311	305
<b>Juvenile</b>	<b>11,876</b>	<b>10,168</b>	<b>8,963</b>	<b>8,161</b>	<b>7,857</b>
Delinquency	6,685	5,951	5,113	4,468	4,342
Dependency	1,631	1,479	1,420	1,434	1,407
Adoptions	290	298	350	392	377
Traffic	3,270	2,440	2,080	1,867	1,731
<b>TOTAL CASES FILED</b>	<b>641,650</b>	<b>571,565</b>	<b>530,025</b>	<b>488,360</b>	<b>488,488</b>

## COMPARISON OF FY 2014-15 ACTUAL TO FY 2015-16 BUDGET

	(amounts in thousands)			
	2014-15 Actual	2015-16 Approved Budget	Change	
<b>FINANCING SOURCES</b>				
State Allocation	132,496	143,274	10,778	8.1%
State – Other	34,960	35,651	691	2.0%
Local Revenue	21,969	19,080	(2,889)	-13.1%
Facilities Maintenance	3,796	2,896	(900)	-23.7%
SUBTOTAL - Revenues	193,221	200,901	7,680	4.0%
Use of Reserves	1,416	1,130	(286)	-20.2%
TOTAL - Financing Sources	194,637	202,032	7,395	3.8%

Note: Components may not sum to totals due to rounding

State Allocation increases a net total of \$10.8 million

- \$5.5 million increase in prior years restoration of benefits funding
- \$2.3 million increase for the Court's share of new money and WAFM adjustments
- \$1.9 million increase for Proposition 47 funding (one-time)
- \$1.8 million increase for the Court's share of a backfill for \$22.7 million shortfall in the Trial Court Trust Fund
- \$0.7 million decrease for subordinate judicial officer conversions and a lower share of the 2% State level reserve

State – Other increases a net total of \$0.7 million

- \$0.7 million increase for court-appointed counsel (CAC) reimbursement to match the full allocation
- \$0.5 million increase in AB1058 grants
- \$0.2 million increase in Court Interpreter reimbursements
- \$0.2 million increase in other Judicial Council grants
- \$0.5 million decrease from the Improvement and Modernization Fund (for the Complex Civil program)
- \$0.4 million decrease in Civil Assessments revenue

Local Revenue and Facilities Maintenance decreases a net total of \$3.9 million

- \$1.8 million increase for County-reimbursed services
- \$0.2 million increase in Enhanced Collections
- \$0.1 million decrease in civil jury reimbursement
- \$0.9 million decrease in miscellaneous reimbursements
- \$1.0 million decrease in VC 40508.6 DMV History/Priors revenue
- \$3.8 million decrease in escheatment revenue

## COMPARISON OF FY 2014-15 ACTUAL TO FY 2015-16 BUDGET

USE OF FUNDS	(amounts in thousands)			
	2014-15 Actual	2015-16 Approved Budget	Change	
Salaries and Benefits	158,216	163,138	4,922	3.1%
Services and Supplies	26,867	28,261	1,394	5.2%
Security	470	-	(470)	-100.0%
Technology	5,826	7,370	1,544	26.5%
New CMS	846	1,446	600	70.9%
SUBTOTAL - Operating Budget	192,225	200,215	7,990	4.2%
Facilities Maintenance	2,412	1,817	(595)	-24.7%
TOTAL - Use of Funds	194,637	202,032	7,395	3.8%

Note: Components may not sum to totals due to rounding

Salaries and Benefits increases a net total of \$4.9 million

- \$4.8 million increase of 31.2 FTEs (8 new positions, 7 reclassification, and 20 limited term positions for records scanning project)
- \$0.5 million increase in Worker's Compensation
- \$0.4 million increase in Court Reporter health subsidy
- \$0.8 million decrease in overtime, extra help, and other pay (on-call and premium pay)

Services and Supplies increases a net total of \$1.6 million

- \$1.1 million increase for records scanning contract
- \$0.6 million increase in allocation for reimbursable programs

Security decrease by \$0.5 million

- \$0.5 million decrease due to the elimination of Sheriff Command staff costs in January 2015. Annualized savings are about \$1.1 million

Technology and New CMS increase a net total of \$2.1 million

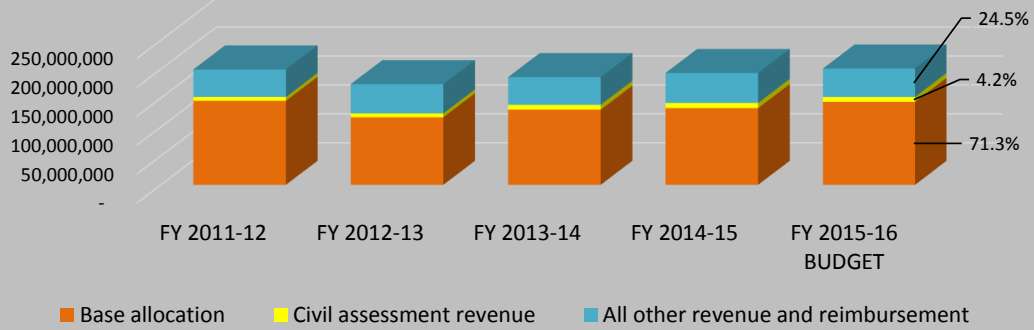
- \$1.0 million of expenses prepaid in FY 2014-15 but recognized in FY 2015-16
- \$0.6 million in one-time project expenses for the Interactive Voice Response (IVR) project and the FileNet (P8) upgrade
- \$0.6 million in contract expense for CMS customizations

Facilities Maintenance decrease by \$0.6 million

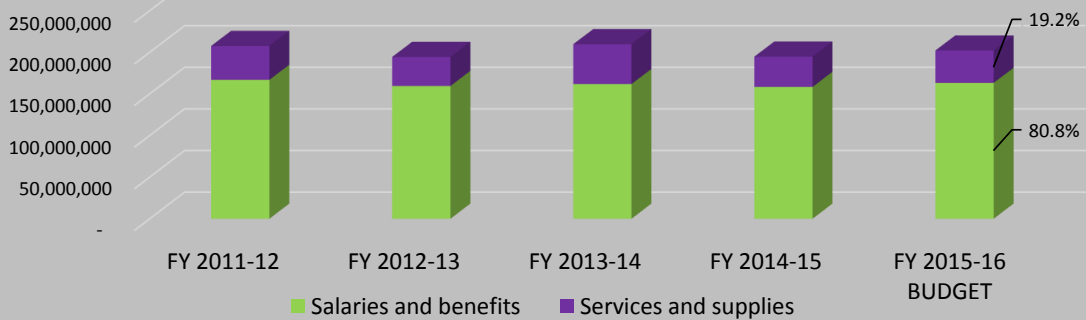
- \$0.6 million decrease in modification projects

## FACTS AND FIGURES

### REVENUE



### EXPENDITURE

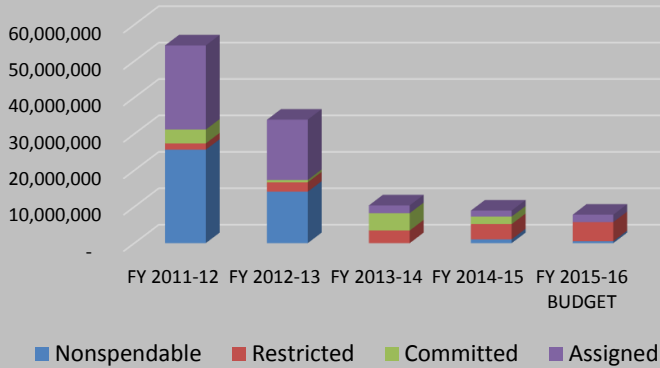


### GENERAL REVENUE AND EXPENSE DATA

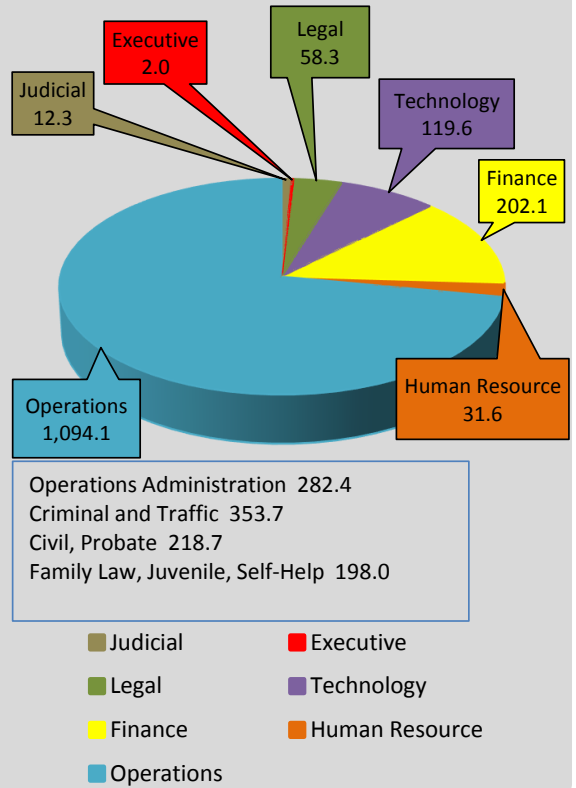
	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 BUDGET
<b>REVENUES AND EXPENSES</b>					
Base allocation	145,111,874	116,614,262	129,822,540	132,495,535	143,274,302
Civil assessment revenue	6,650,301	6,738,662	8,443,382	8,941,833	8,500,000
All other revenue and reimbursement	<u>47,550,528</u>	<u>50,576,063</u>	<u>47,804,483</u>	<u>51,783,266</u>	<u>49,126,900</u>
<b>TOTAL REVENUE</b>	<b>199,312,703</b>	<b>173,928,987</b>	<b>186,070,405</b>	<b>193,220,634</b>	<b>200,901,202</b>
Salaries and benefits	166,758,283	159,365,727	161,693,743	158,215,750	163,138,364
Services and supplies	<u>40,767,905</u>	<u>34,957,369</u>	<u>47,918,410</u>	<u>36,421,303</u>	<u>38,893,220</u>
<b>TOTAL EXPENSES</b>	<b>207,526,188</b>	<b>194,323,096</b>	<b>209,612,153</b>	<b>194,637,053</b>	<b>202,031,584</b>
<b>SURPLUS (DEFICIT)</b>	<b><u>(8,213,485)</u></b>	<b><u>(20,394,109)</u></b>	<b><u>(23,541,748)</u></b>	<b><u>(1,416,419)</u></b>	<b><u>(1,130,382)</u></b>
<b>FUND BALANCE</b>					
Beginning fund balance	62,506,908	54,293,423	33,899,314	10,357,569	8,941,150
Surplus (deficit)	<u>(8,213,485)</u>	<u>(20,394,109)</u>	<u>(23,541,748)</u>	<u>(1,416,419)</u>	<u>(1,130,382)</u>
<b>ENDING FUND BALANCE</b>	<b><u>54,293,423</u></b>	<b><u>33,899,314</u></b>	<b><u>10,357,566</u></b>	<b><u>8,941,150</u></b>	<b><u>7,810,768</u></b>
<b>FUND BALANCE DESIGNATIONS (fiscal year end)</b>					
Nonspendable	25,657,151	14,129,655	-	1,031,734	-
Restricted	1,719,302	2,567,877	3,477,248	4,198,036	4,938,590
Committed	3,804,292	639,012	4,736,830	2,053,921	925,807
Assigned	<u>23,112,679</u>	<u>16,562,772</u>	<u>2,143,491</u>	<u>1,657,460</u>	<u>1,946,371</u>
<b>ENDING FUND BALANCE</b>	<b><u>54,293,424</u></b>	<b><u>33,899,316</u></b>	<b><u>10,357,569</u></b>	<b><u>8,941,150</u></b>	<b><u>7,810,768</u></b>
<b>INDIRECT COST RATE</b>					
Approved rate	<u>19.60%</u>	<u>20.93%</u>	<u>19.80%</u>	<u>18.05%</u>	<u>TBD</u>

# FACTS AND FIGURES

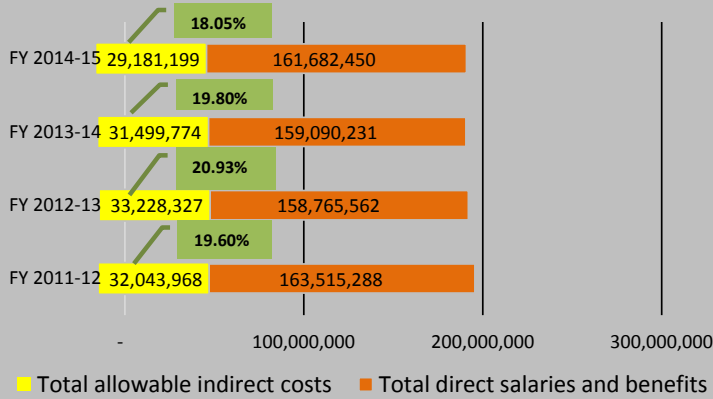
## FUND BALANCE DESIGNATIONS



## FY 2015-16 BUDGETED STAFFING (FTEs)



## INDIRECT COST RATE PERCENTAGE



## BUDGETED STAFFING - POSITIONS AND FTE'S

	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 BUDGET
<b>JUDGES AND COMMISSIONERS (no. of authorized judicial positions)</b>					
Superior Court Judges	119	122	124	124	124
Superior Court Commissioners *	25	22	21	20	20
<b>TOTAL JUDGES AND COMMISSIONERS</b>	<b>144</b>	<b>144</b>	<b>145</b>	<b>144</b>	<b>144</b>

\* The number of Superior Court Commissioners includes 3 commissioners assigned to the AB 1058 - Commissioner grant program.

### BUDGETED STAFFING (does not include Superior Court Judges)

	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 BUDGET
<b>NON-JUDICIAL POSITIONS</b>	<b>1,720</b>	<b>1,645</b>	<b>1,552</b>	<b>1,532</b>	<b>1,567</b>
Superior Court Commissioners	22.0	20.1	17.3	17.0	13.0
Non Judicial Court staff	1,663.5	1,580.6	1,507.3	1,470.7	1,507.0
<b>TOTAL FTEs</b>	<b>1,685.5</b>	<b>1,600.7</b>	<b>1,524.6</b>	<b>1,487.7</b>	<b>1,520.0</b>
Non judicial staff per judge or commissioner	11.6	11.0	10.4	10.2	10.5

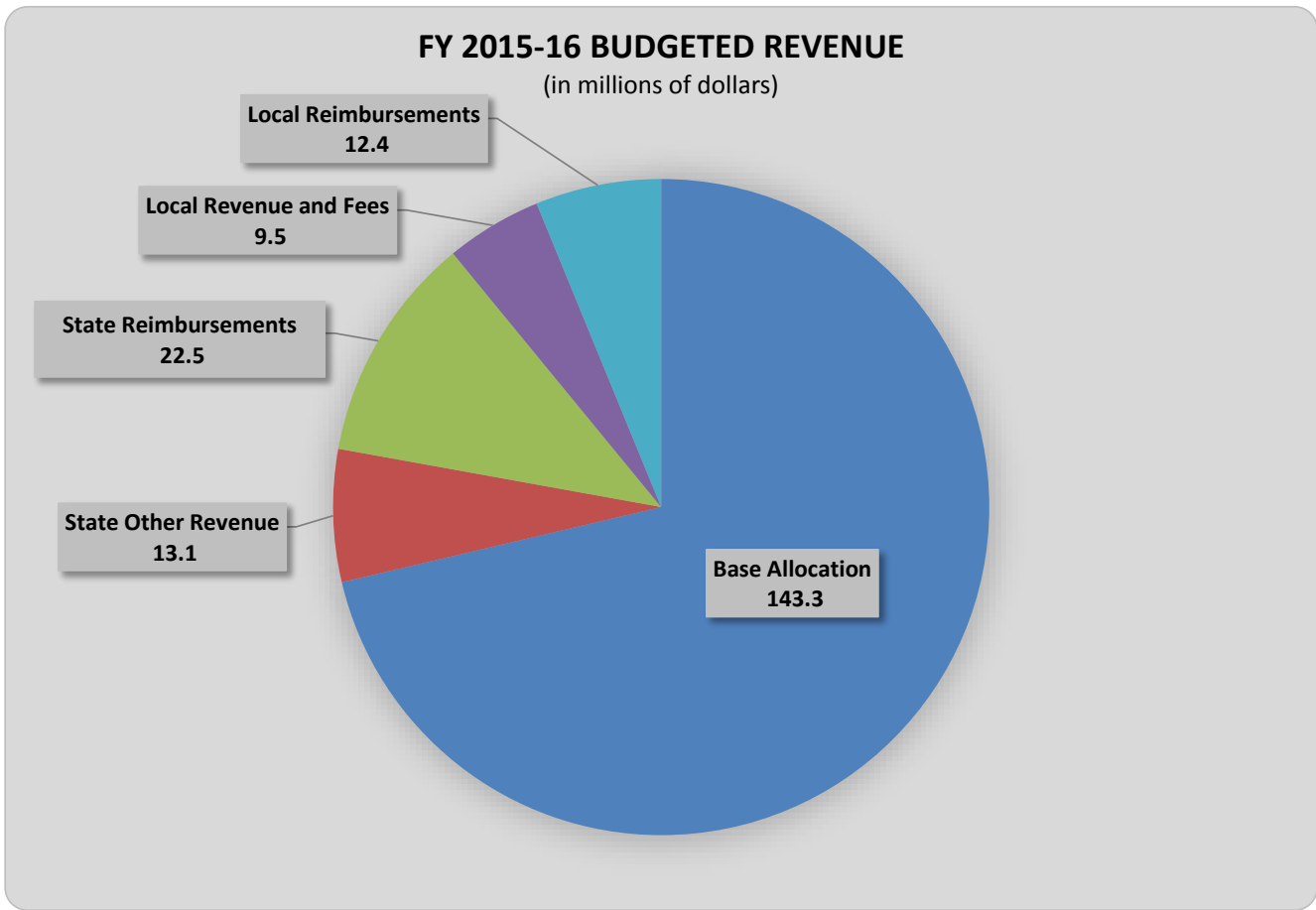
## SALARIES AND BENEFITS

### RETIREMENT RATES

	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
Normal cost	11.61%	11.53%	12.03%	13.69%	13.66%
Unfunded Accrued Actuarial Liability (UAAL)	15.50%	16.84%	20.98%	23.76%	23.72%
<b>REQUIRED EMPLOYER CONTRIBUTION</b>	<b>27.11%</b>	<b>28.37%</b>	<b>33.01%</b>	<b>37.45%</b>	<b>37.38%</b>

The required employer contribution rate for FY 2014-15 as computed by the actuary was 39.54%. The large rate increase from FY 2013-14 to FY 2014-15 was due in large part to various economic assumption changes that were approved by the Orange County Employees Retirement System (OCERS). In order to mitigate the impact to its plan sponsors, OCERS agreed to a two-year phase in of the cost increases specifically due to the changes in economic assumptions. Thus, the rate paid in FY 2014-15 was reduced to 37.45%.

## FACTS AND FIGURES



<b>COURT-COUNTY MOUs</b>					
	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 BUDGET
<b>COURT-COUNTY MOU - Court-provided services</b>					
Alternate Defense Services	6,568,035	5,101,504	4,563,764	4,149,987	5,615,519 *
Custodial Services	309,696	311,670	208,570	193,784	306,263 *
Detention Release	1,438,415	1,374,387	1,432,262	1,315,399	1,645,331 *
Grand Jury	234,805	190,516	234,464	156,201	176,210 *
Juvenile Justice Commission	156,319	151,763	161,430	162,816	176,601 *
<b>COURT-COUNTY MOU - County-provided services</b>					
Auditor-Controller	249,587	652,813	3,329,133	1,088,580	852,790
Human Resources - benefits admin.	4.5%	4.5%	4.5%	4.5%	4.0%
Public Defender	2,577,867	2,149,633	2,101,711	2,169,901	2,700,000
<i>Indirect cost</i>	408,229	280,385	249,918	277,236	405,000
Sheriff					
Command staff	946,591	920,687	1,081,845	470,175	-
Court security services - AB 1058 only	382,385	384,865	307,925	247,392	338,175
Treasurer-Tax Collector					
Merchant fees	486,140	443,374	410,689	409,034	460,000
Armored car	9,243	9,600	7,405	7,126	9,615

The increased payment for Auditor-Controller services in FY 2013-14 occurred because the Court paid its full share of cost for the CAPS+ system upgrades in one fiscal year. The County's amortization schedule called for annual payments beginning in FY 2013-14 and continuing through FY 2017-18. The CAPS+ system upgrade cost applicable to FY 2013-14 was \$0.3 million, and the Court prepaid the remaining \$2.2 million in order to help mitigate the 1% reserve funding constraint and reduce expenditures in subsequent fiscal years.

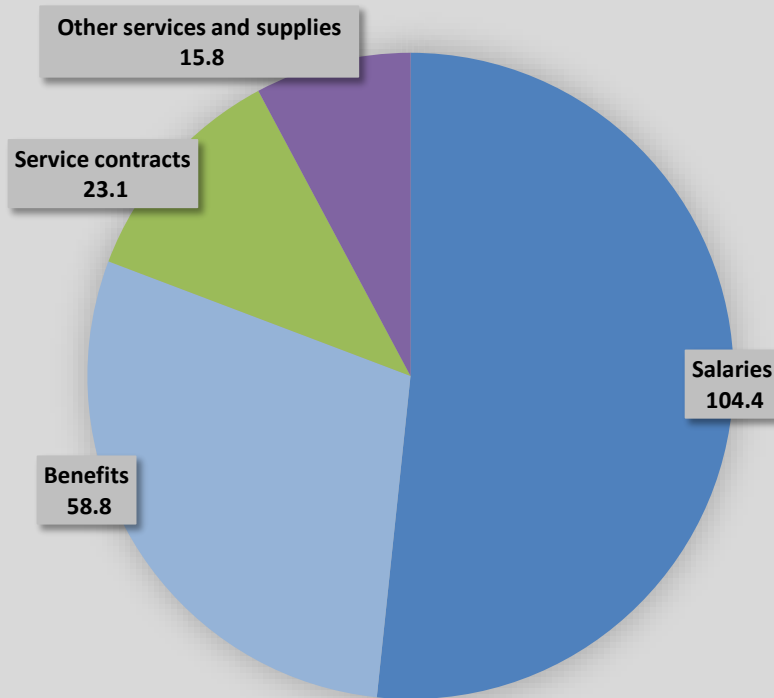
\*Pending approval from County Board of Supervisors



## FACTS AND FIGURES

### FY 2015-16 BUDGETED EXPENDITURES

(in millions of dollars)



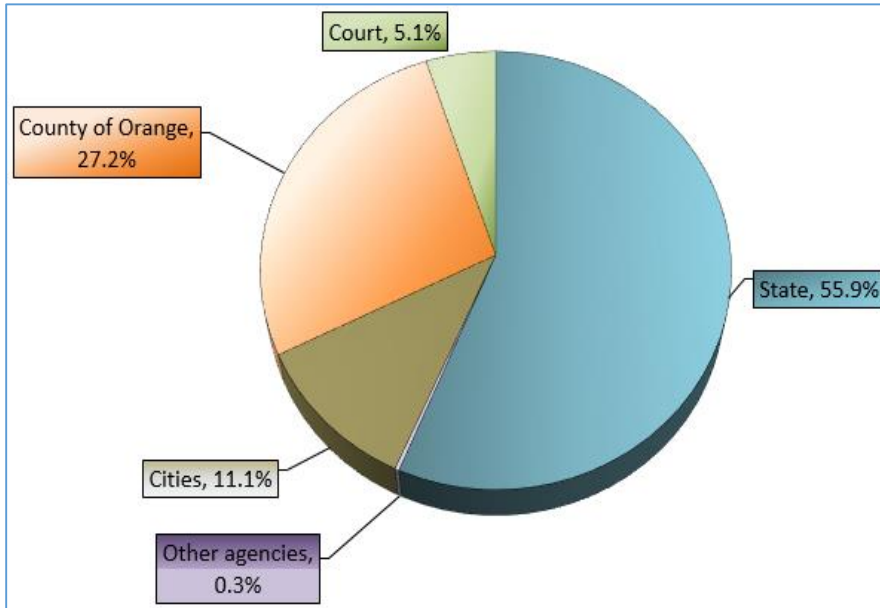
#### OTHER PROGRAMS, GRANTS, AND MOUs

	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 BUDGET
<b>CRIMINAL JUSTICE REALIGNMENT (AB 109)</b>					
Revenue	827,297	424,343	459,020	489,829	427,158
Expense	513,915	639,647	594,580	778,448	778,448
<b>DEPENDENCY COURT-APPOINTED COUNSEL (CAC)</b>					
Reimbursement	8,216,816	6,578,000	6,113,460	5,745,751	6,418,278
Expense	8,216,816	6,573,505	6,113,460	5,745,751	6,418,278
GENERAL FUND CONTRIB. (USE)	-	4,495	-	-	-
<b>AB 1058 - COMMISSIONER</b>					
Reimbursement	2,724,551	2,447,345	2,337,418	2,245,388	2,634,512
OCSC share of cost (surplus)	220,904	93,309	33,919	-	144,260
Expense	2,533,212	2,182,934	2,024,084	1,942,152	2,409,168
Indirect overhead	412,243	357,720	347,254	303,236	369,604
<b>AB 1058 - FACILITATOR</b>					
Reimbursement	675,583	620,850	669,027	577,762	700,132
OCSC share of cost (surplus)	69,223	120,477	69,449	22,434	74,674
Expense	625,712	619,050	617,542	509,163	658,076
Indirect overhead	119,094	122,277	120,934	91,033	116,730
<b>COMPLEX CIVIL</b>					
Reimbursement	841,920	841,920	841,920	841,920	-
OCSC share of cost (surplus)	35,148	44,518	86,991	82,788	-
Expense	877,068	886,438	928,911	924,708	-

\*Effective July 1, 2015 the Judicial Council no longer provides grant funding to the Court through the Complex Civil Litigation Funding program.

## DISTRIBUTION OF FINES AND FEES

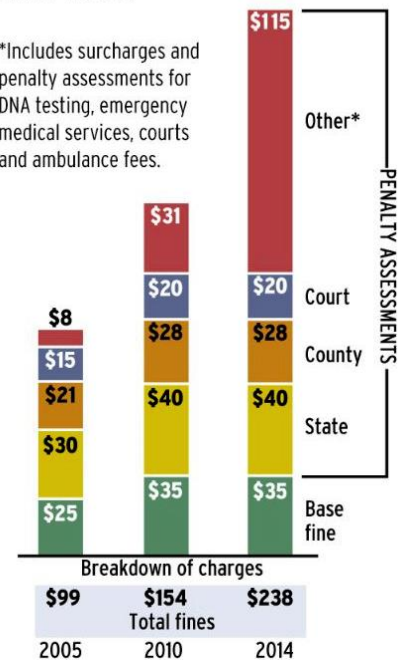
One of the primary tasks of the courts is to collect certain fines and fees and to distribute the monies to various entities as directed by statute. The following pie chart shows the distribution of fines and fees collected over the past five years. More than half of all monies collected were forwarded to the State and another 39% was forwarded to the County of Orange, cities, and local agencies. The Court only received about a nickel of every dollar collected.



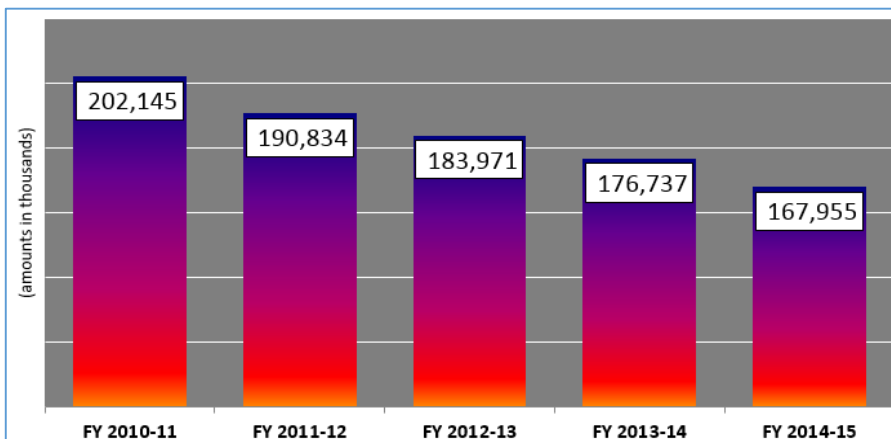
### Traffic Ticket: Where Does the Money Go?

Fines for drivers going 1 to 15 mph over the speed limit in California have increased dramatically since 2005:

\*Includes surcharges and penalty assessments for DNA testing, emergency medical services, courts and ambulance fees.



The diagram to the right illustrates penalty assessments added to the base fine for certain traffic infractions. As of 2014, an infraction with a base fine of \$35 will result in an actual total cost of \$238 to the violator.<sup>16</sup>



The chart to the left shows the total amount of fines and fees collected by the Court from FY 2008-09 through FY 2014-15. Last year, total distributions were just under \$168.0 million.

<sup>16</sup> Schwebke, Scott. Penalties Drive Up Cost of California Traffic Tickets. *Orange County Register*. (2014, April 10). Retrieved September 4, 2015 from: <http://www.ocregister.com/articles/state-609377-ticket-traffic.html>

# ACKNOWLEDGEMENTS

The Financial Planning Office wishes to thank the judges and commissioners, executives, directors, cost center managers, and staff that participated in the preparation of the FY 2015-16 Approved Budget. All the time and effort contributed throughout the lengthy budgeting process — from the initial planning stages through publication of this book — is appreciated.

This book presents the FY 2015-16 Approved Budget. It provides details regarding the amounts and sources of funding as well as the planned uses of funding. For a look at the Court's long-term financial plan, see the MY Plan document for FY 2012-13 through FY 2016-17, which can be found on the Court's website at [www.occourts.org](http://www.occourts.org).



**DEDICATION CEREMONIES  
ORANGE COUNTY COURTHOUSE**

**SANTA ANA, CALIFORNIA**

**JANUARY 10, 1969**



**Superior Court of California  
County of Orange**

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