



FY 2001-2002 May Revise

No.: MR-AOC31

ESTABLISHMENT OF TWO REGIONAL OFFICES

Administrative Office of the Courts

Total Amount: \$ 1.5 Million

NATURE OF REQUEST

The Administrative Office of the Courts (AOC) is requesting \$1.5 million, of which \$990,000 is one-time funding, to add seven (7.0) permanent full-time positions to establish two regional offices – one in Northern California, another in Southern California, effective January 1, 2002. The establishment of these regional offices will enable the AOC to be more responsive and accessible to the courts by providing (1) direct staff support for the presiding judges and executive officers in strengthening the administration of justice and enhancing access to court services; (2) oversight for the regional technology groups; (3) regional budget development, facilities planning and audit support and review; (4) consulting services to the courts in various administrative and technical areas; (5) appropriate training and education for staff; (6) legal support to the Southern California region; (7) coordination of existing direct services in appropriate areas, such as interpreters and assigned judges; and (8) improving communications and training opportunities on established and emerging policies and procedures.

Many courts do not have the necessary infrastructure or resources to assume what were formerly county-provided services and rely on the AOC to advise and consult with them in various administrative areas. The frequency of requests from the courts for direct staff consultation has increased to the point where a regional presence of AOC staff would greatly enhance the AOC's ability to provide these services to the courts.

This proposal will pool resources from different AOC divisions and assign them to a regional office, thus creating a "one-stop" source of assistance for the region. Due to their constant exposure to the same courts, staff will be able to familiarize themselves with the special issues confronting their courts, thus making the AOC's delivery of service to the courts more effective.

Through this proposal, regional office staff will create opportunities for courts to also pool their resources together to take advantage of economies of scale. It will also provide the ability to hold meetings in Southern and Northern California to reduce travel time and expense. The regional offices will be instruments for courts to share success stories and best practices that the courts can adopt to improve services to the public.

The regional offices will be set up along appellate district lines (see Attachment). The Northern California office will serve the Third and Fifth Appellate Districts and will provide core regional services to the trial courts that fall within those districts; the Southern California office will serve the Second and Fourth Appellate Districts and will provide core regional services to the trial courts that are in those districts; and the central AOC office in San Francisco will serve the First and Sixth Appellate Districts, along with the trial courts within those districts.

The amount requested will cover the cost of seven (7.0) permanent, full-time positions effective January 1, 2002 (two Regional Directors, two Executive Secretaries, two Senior Court Services Analysts, and one Attorney); leased space for 15 employees in Southern California and 18 employees in Northern California, and a conference room for each regional office; and other one-time costs. In addition, three (3.0) existing positions and appropriate funding will be reallocated from the existing AOC budget, as well as three (3.0) positions and appropriate funding in pending FY 2001-2002 BCPs. An estimated eight (8.0) positions will be included in a proposed FY 2002-2003 BCP.

The Regional Director will serve as the direct link to the presiding judges and court executives and the Administrative Presiding Judges and the Appellate Administrators. Each Regional Director will report directly to the Administrative Director and the Chief Deputy Director of the Courts. Except for the Executive Secretary, who will report solely to the Regional Director and the Auditors who will report directly to central AOC, the rest of the regional staff will report to the Regional Director and will receive day to day management supervision in all administrative matters, such as work schedules, site visits, and strategic planning. In matters of overall policy direction and specific assignments and functional duties, such as the auditing of job classifications, the implementation of the budget development process, or the application of information systems standards, regional staff will report to their respective AOC Division Directors in the San Francisco office.

The *Southern California regional office* will initially have a core staff composed of one (1.0) Regional Director, one (1.0) Executive Secretary, one (1.0) Senior Court Services Analyst, and one (1.0) attorney. All of these positions are being requested in this proposal. One (1.0)

Human Resources Analyst included in the FY 2001-2002 Governor's Budget, if funded in the FY 2001-2002 Budget Act, will also be assigned to this office.

As part of a FY 2002-03 request, the following positions may be added: (1.0) Senior Business Systems Analyst for the support of the regional technology groups, two (2.0) Facilities Planner positions, as well as one (1.0) Audit position.

Finally, the AOC will redeploy one (1.0) existing Budget Analyst position from the Finance Division to this office. This will bring the initial staff for the Southern California office to ten (10.0).

The *Northern California regional office* will initially have a core staff composed of one (1.0) Regional Director, one (1.0) Executive Secretary, and one (1.0) Senior Court Services Analyst, all of which are being requested in this Finance Letter. Two (2.0) Human Resources Analysts included in the FY 2001-2002 Governor's Budget will also be redeployed to this office. The AOC will also redeploy one (1.0) existing Budget Analyst position from the Finance Division and one (1.0) existing Senior Education Specialist from the Education Division (funded through an approved FY 2000-2001 BCP) to this office.

As part of a FY 2002-03 request, the following positions may be added: (1.0) Senior Business Systems Analyst for the support of the regional technology groups, two (2.0) Facilities Planner positions, as well as one (1.0) Audit position. This will bring the initial staff for the Northern California office to eleven (11.0).

Office space will also be available for staff from Accounting, Center for Families, Children and the Courts, Research and Planning, court fellows, and outside consultants, as needed. The Appellate Court Services Division is planning to use the office on a periodic basis, starting with one or two days a month. In addition to the office space, a conference room for 30-50 people will be the regular site for regional meetings and training sessions.

BACKGROUND/HISTORY

In January 1998, through the Lockyer-Isenberg Trial Court Funding Act of 1997 (AB 233), the state assumed full responsibility for funding trial court operations. AB 233 was enacted to serve the people of California by relieving the counties of their obligation to fund the courts and ensuring that the doors of the courts remain open. While this legislation gave the courts a stable funding source, it also allowed the courts and counties to sever their service relationships if they chose to do so.

It is envisioned that initially, as the regional offices are established, AOC staff in the regional offices will be stationed there to provide consultative services to the courts in their respective regions in various administrative and technical areas.

In the future, regional staff may evolve into direct service providers to the courts under contract in such areas as legal, human resources, information services, and budget.

STATE LEVEL CONSIDERATIONS

This proposal is consistent with the evolution of court services created by Trial Court Unification (unification), a constitutional amendment that allowed the superior and municipal courts to merge into one superior court system. Unification, which is now complete in all 58 counties, created opportunities for court systems to pool municipal and superior court assets, thus allowing the courts to allocate resources where they are most needed. Unification also facilitated the exchange and application of best practices between the superior and former municipal courts.

The proposal is also consistent with the goals of AB 233, which unified court funding under the auspices of the state.

As a result of both unification and trial court funding, the AOC, as the administrative arm of the Judicial Council, has assumed a greater role in providing counsel and support to the trial courts.

The Judicial Council and the AOC are charged with improving the administration of justice in California. The public interest is served by ensuring that the AOC has adequate staffing and resources to carry out its responsibilities in a timely manner.

FACILITY/CAPITAL OUTLAY CONSIDERATIONS

Facilities costs, including space rent, the Department of General Services (DGS) surcharge, systems furniture, and other one-time tenant improvement costs, for fifteen employees per regional office are included in this request.

JUSTIFICATION

AB 233 not only provided a more stable funding source for the courts, it also allowed many courts to assume responsibility for significantly greater administrative functions, such as human resources, financial management, information technology, training, and full court operations oversight. Trial courts, particularly the smaller courts, often do not have sufficient resources or infrastructure to efficiently manage these new requirements. Since the enactment of AB 233, the courts have been increasingly vocal in requesting a more direct and accessible AOC presence geographically closer to the courts.

To support the courts in facing the challenges ahead, the AOC intends to make its services more readily available to the courts by establishing regional offices that are (1) cost-effective and efficient (2) easily accessible, and (3) staffed by personnel with expertise to respond to the different areas of concern for the courts.

Staffing Requirements

The AOC will assign ten (10.0) core staff to the Southern California office, and eleven (11.0) to the Northern California office:

1. Regional Director (two new positions)

This Finance Letter is requesting funding for two Regional Directors, one for each office. The responsibilities of each Regional Director include, but are not limited to, the following:

- Ensure that the policies, procedures, goals, and objectives of the regional office are consistent with those of the central office's;
- Ensure that the regional office adds value to the goals and objectives of the entire Judicial Branch;

- Operate in a highly collaborative manner to coordinate services and resources from other units within the agency as well as court systems;
- Motivate individuals to build consensus and share leadership;
- Promote a systemwide vision;
- Facilitate communication among all constituents;
- Create highly effective teams to meet the needs of the region and agency;
- Be a spokesperson and advocate for the region's particular needs and views, while preserving the integrity and responsibility of the AOC and the Judicial Council; and
- Be the direct liaison to Administrative Presiding Judges and presiding judges as well as their chief administrators.

In addition to the responsibilities listed above, the Regional Director must be experienced and respected, with a broad knowledge of trial court operations as well as statewide issues. The Regional Director must be vested with policy-making authority and be distinguished as empowered representatives and ambassadors for the agency.

Currently, the AOC has no existing director level positions that could be redeployed; thus, this letter requests funding for these two positions and the associated operating expense and equipment costs.

2. *Senior Court Services Analyst (two new positions)*

This Finance Letter is requesting funding for two Senior Court Services Analysts who would be assigned to the Trial Court Programs Division, one for each office. In the capacity of full-functioning generalists, Senior-level personnel are needed to perform the following responsibilities:

- Provide staff support to the regional meetings of the Court Executives and Presiding Judges Advisory Committees;
- Identify key judicial administration trends and problems and help courts make changes to adapt to trends and solve problems;
- Evaluate the most effective model of service delivery for each type of service;
- Work closely with the AOC's Education Division in providing regional workshops to help the courts learn about and utilize available resources;
- Provide technical assistance in establishing and evaluating court programs and procedures;

- Explore ways to eliminate duplication of services and workload;
- Draft responses collaboratively with the courts to keep the Council or AOC informed on issues affecting them;
- Facilitate the dissemination of information to the courts and within the agency;
- Form subject-specific support or working groups and provide networking opportunities as needed;
- Coordinate the use of videoconferencing equipment, located in the appellate courts, to enable judges and court administrators to attend regional meetings with minimal travel.

As the resources of the Trial Court Programs Division are already being fully utilized, no existing positions can be redeployed to the regional offices.

3. *Executive Secretary (two new positions)*

This Finance Letter is requesting funding for two Executive Secretaries, one for each regional office. Although the Executive Secretary will work primarily to assist the Regional Director, the Executive Secretary will provide administrative support to all the staff in the regional office.

The Executive Secretary's responsibilities include, but are not limited to, the following:

- Organize and coordinate assigned administrative projects;
- Participate in effective meeting planning and coordination;
- Draft correspondence; initiate specified correspondence independently for signature by appropriate staff.
- Organize and maintain various files; purge files as needed;
- Coordinate the preparation and provision of materials and binders for meetings and programs;
- Schedule and arrange for meetings; make room reservations, prepare agendas, and summarize meeting results as requested;
- Prepare and process expense and travel claims; keep financial records;
- Perform small photocopying jobs; maintain photocopier and office supplies;
- Prepare mailings; stuff envelopes; prepare mailing labels; distribute mass mailing materials;
- Open, sort, and distribute incoming mail;

- Receive and screen visitors and telephone calls.

Currently, there are no existing Executive Secretary positions that can be redeployed to the regional offices; thus, the inclusion of these positions in this request.

4. *Attorney (one new position)*

One (1.0) Attorney position will be located in the Southern California regional office because (1) a majority of the most challenging issues arising from the substantial increase in the number of legal opinion requests originate in the Southern courts, particularly Los Angeles; (2) about one-half of all claims and lawsuits in the state originated from the Los Angeles courts; and (3) the Los Angeles court system has consistently requested that an AOC attorney be stationed in the Los Angeles area.

The responsibilities of the Attorney include, but are not limited to, the following:

- Issue legal opinions dealing with important county-court relations, labor relations, employment and contract-related procurement issues, particularly complex ones involving intellectual property and licensing issues;
- Monitor cases arising in the Los Angeles court system on a more regular, proactive basis; and
- Assist the courts in implementing a management plan for claims and lawsuits.

5. *Senior Business Systems Analyst (two positions)*

The AOC will be proposing funding for FY 2002-03 for Senior Business Systems Analysts to support the regional technology groups. If funding is granted for these positions, two (2.0) positions and appropriate funding will be reallocated to the regional offices. One will be assigned to the Southern California office, and the other will be assigned to the Northern California office.

The responsibilities of each Senior Business Systems Analyst include, but are not limited to, the following:

- Coordinate branchwide-planning efforts within each regional technology group, including preparing strategic plans.
- Coordinate the branch-wide technology funding process within each regional technology group, including preparing funding requests.

- Manage technology projects within each regional group to ensure branchwide consistency.

6. *Human Resources Analyst (three positions)*

Funding for additional Human Resources Analysts to support the Field Services Section of the Human Resources Trial Court Services Unit was included in the FY 2001–2002 Governor’s Budget. If the approved FY 2001–2002 Budget Act includes funding for the Field Services Section, three (3.0) of the requested Human Resources Analysts and appropriate funding will be reallocated to the regional offices – one to Southern California, two to Northern California.

The Human Resources Analysts will function as generalists. Their responsibilities include, but are not limited to, the following:

- Provide direct assistance to the courts, principally in the application of classification assignments, candidate recruitment and selection, and employment protection issues;
- Routinely travel to the courts and work with them on utilizing the resource tools developed by the Human Resources Central Services Section;
- During site visits, help identify compliance issues with statewide standards and suggest possible solutions, based on experience with other courts;
- Develop, maintain, review, and update personnel plans (as mandated by Rules of Court, Rule 6.650), the Uniform Model Classification Plan (UMCP), and related manuals, on an annual basis in order to ensure compliance with personnel laws, and practices;
- Provide consultation to courts on related employee relations, labor relations and workers compensation issues;
- Conduct on-site audits on the use of the more than 100 classifications in the UMCP to ensure that they continue to represent the work being done by the courts;
- Work closely with the AOC’s Education Division in providing regional workshops to help the courts learn about and utilize available resources; and
- Work closely with the AOC’s Office of General Counsel to provide the courts with direct assistance pertaining to implementation and requirements of the Trial Court Employment Protection and Governance Act.

7. Facilities Planner (four positions)

The AOC will be proposing possibly four (4.0) Facilities Planner positions in FY 2002-03 to increase the level of facility support and service provided to the trial courts. Two positions for the proposed Southern California regional office and two for the proposed Northern California regional office.

The responsibilities of each Facilities Planner include, but are not limited to, the following:

- Prepare or oversee the preparation of detailed trial court facility master plans by county;
- Identify facility improvements that can reduce court operating costs and increase court efficiency;
- Advocate trial court facilities needs and capital investment plans with county staff and Boards of Supervisors;
- Review projects including contract documents and construction drawings;
- Architectural, engineering, planning and programming consultation with courts/county staff on courthouse design and construction;
- Develop maintenance management performance measures;
- Create and implement a periodic facility inspection program.

8. Budget Analyst (two positions)

Two (2.0) existing Budget Analyst positions will be redeployed. One will go to Northern California, another to Southern California.

The responsibilities of each Budget Analyst include, but are not limited to, the following:

- Assist in the development of the annual statewide trial court budget request to the Governor and Legislature;
- Provide direct assistance to the trial courts in developing and managing their budgets;
- Assist the trial courts with resolution of fiscal issues;
- Review the quarterly financial statements for accuracy and assist the courts in identifying any potential fiscal issues;
- Provide staff support to the regional committees of presiding judges and court

executives to set budget priorities, and

- Research information for and respond to questions from the Department of Finance and Legislature.

9. *Senior Education Specialist for the 38 Small Courts*
(one position in the Northern California office)

This position was secured through an approved FY 2000-2001 BCP requesting funding to provide the 38 small courts with training assistance. Since most, though not all, of the small courts are in Northern California, redeploying this position to the Northern California office is logical.

The responsibilities of the Senior Education Specialist include, but are not limited to, the following:

- Conduct an educational needs assessment of the 38 smaller courts to determine the training needs of executive officers and staff;
- Research and compile a list of faculty available to conduct management training;
- Coordinate local technical assistance across the county lines;
- Develop curricula for courses identified in the needs assessment;
- Conduct “train-the-trainer” sessions for staff to train their colleagues on the local and regional level. This group of trainers would then be matched with courts requesting training;
- Coordinate training for judges, administrators, and staff at regional meetings and in local courts; and
- Serve as a resource for educational videotapes and materials.

10. *Audit Supervisors (two positions)*

The AOC will be requesting funding in the FY 2002-2003 budget process to fund five (5.0) Auditor positions, including two Audit Supervisors to staff a new Internal Audit Unit of the AOC. The new unit was established in FY 2000-2001 with three positions and will increase in size to fifteen (15.0) positions as it is phased in over a four year period.

The responsibilities of each Audit Supervisor, who would initially be supported by a pool of auditors at the AOC, will include, but not be limited to, the following:

- Provide full scoped operational audit services to the courts by examining the effectiveness and efficiency of court operations;
- Perform compliance audits as needed.

To ensure that there is proper independence, as required by the standards issued by the Institute of Internal Auditors, in both appearance and fact, for audits performed, the Audit staff will report directly to the Audit Unit in the central AOC office.

Lease Space

One (1.0) 5,000-square-foot space in Southern California and one (1.0) 5,525-square-foot space in Northern California will be leased. The lease rate is twenty-eight dollars (\$28) per square foot, per year. One-time costs, including tenant improvements, architecture and engineering, demolition, modular furniture, cabling, moving costs, and an allowance for contingencies. The ongoing lease component is \$295,000.

Overall Objectives of the Regional Offices

As trial courts become less dependent on county support and administrative services, their demand and need for these services will increase substantially. Without the necessary infrastructure, some courts will be ill-equipped to achieve self-reliance and perhaps jeopardize one of the core values and trial court performance standards of independence and accountability. To help the courts, the AOC will provide timely and relevant technical assistance through experienced and respected personnel, whose primary role would be of partnering with the trial courts in assessing problems, challenges and opportunities. Solutions would be jointly developed consistent with regional needs and statewide goals and objectives. This would be a logical progression of unification and trial court funding. This evolutionary process will enable our state trial court system to benefit from the pooling of resources and expertise on a regional basis. In addition, the regional offices will help establish a united voice for our branch, while preserving local autonomy in the day-to-day operations of each trial court.

The AOC will also assist courts in the court/community planning process, so that resources and opportunities can expand beyond the county to adjacent counties to the extent possible and feasible. This process, when approached on a regional basis, would yield greater opportunities for collaboration, advocacy and resource sharing for the courts. Courts within regions would benefit from the emerging or promising practices learned from each other. Networking and shared decision making within the region would be enhanced and ultimately the service to public will be improved.

Specific Services

Through strong leadership from the Regional Director; the recruitment and retention of knowledgeable and experienced regional staff, which will be enhanced by having regional offices; facilitation of regular meetings of courts in the region; and familiarity of staff with the operations of the courts through site visits and constant interaction with courts, the AOC will provide the following, specific, services to the courts:

- Coordinate services to trial courts on a regional basis (e.g., court interpreters);
- Have direct and regular face-to-face contact with presiding judges and administrators and Administrative Presiding Judges and Appellate Administrators for direction, feedback, and problem resolution;
- Identify the critical unmet needs of trial courts and propose solutions;
- Identify common needs and facilitate partnership among courts;
- Suggest strategies to eliminate duplication of services and reduce workload of individual courts;
- Document and promote trial court successes that can be replicated in other court systems as best practices;
- Coordinate planning efforts among the trial courts to provide economies of scale;
- Establish a proactive working relationship between the courts, the AOC, and the Judicial Council, and;
- Communicate Judicial Council goals and objectives to the trial courts and represent the views of the regions on proposed Judicial Council policies and procedures;
- Develop and maintain Personnel Plans and Uniform Model Classification Plans (UMCP)
- Conduct on-site audits on the use of the classifications in the UMCP;

- Provide education technical assistance through “train-the-trainer” programs, curricula development and adaptation, and coordination of trainers to deliver core curriculum to court staff in the smaller courts;
- Advise courts in transition issues, such as accounting, fiscal systems, human resources, training and staff development, facilities management, information technology planning, collaborative justice initiatives, security, Memorandum of Understanding (MOU) negotiations between counties and courts, and jury and grand jury services.
- Develop working plans to deliver services to the courts, e.g., working groups, pilot courts, and task forces.
- Provide a forum for the courts to meet regularly to share problems and concerns and to create plans to improve communication, coordination, cooperation, and administration.
- Develop skills-based training programs to address specific court management needs, such as contract management and negotiations, facility management, and personnel management;
- Provide technical assistance to courts establish and evaluate programs and procedures;
- Coordinate and manage pilot projects, conduct studies, and make recommendations to meet the goals in the regions consistent with the Judicial Council's policies and goals.
- Develop guidelines, model contracts, and provide technical assistance for administrative policies and procedures;
- Mediate contractual agreements between courts and the counties, as needed.
- Establish an online resource directory to provide information to courts electronically, such as listings of training, consultants, and contractors available to local courts.

The AOC needs funding for this proposal now because there is a very small window of opportunity to implement regional solutions to court system concerns. Currently, the courts are in transition in this era of great change and seeking the best solutions to their problems. If the AOC is unable to provide the courts with timely and sufficient support, then the courts will find their own solutions elsewhere.

This may prove detrimental to the AOC's goal of fostering collaboration and the pooling of resources among the courts.

The regional offices will create long-term opportunities by enhancing AOC recruitment efforts and improving court operations through technical assistance in such areas as collections, clerks office operations, court calendars—services that could not be provided from the Bay Area.

In the future, in order to meet the growing needs of the region, the regional offices, AOC and participating trial and appellate courts will assess their pending BCPs and existing baseline budgets and determine if more resources need to be reallocated to the regional office.

The regional offices would eventually evolve as the headquarters for participating courts, thus creating efficiencies in the areas of common administrative services. Each region will conduct a thorough assessment of its needs, capabilities, existing resources and best allocation of resources to meet their immediate and long-term goals.

The Judicial Council Strategic Plan

This proposal supports the following policy directions from Goal II - Independence and Accountability – of the Judicial Council Strategic Plan:

- Obtain adequate funding and resources for the support and operation of the courts.
- Allocate resources in a judicious manner that serves to further the goals of the judicial branch.
- Exercise the inherent and statutory authority of the judiciary to plan for and manage its funding, personnel, resources, and records.
- Provide, support, and encourage leadership within the judicial branch.
- Inform judges and court staff about the statewide needs of the judiciary, the role of the Judicial Council, and ways to participate in the process of establishing broad statewide policies.
- Exercise leadership in efforts designed to resolve matters of statewide concern.

This proposal also directly addresses the following policy directions from Goal III - Modernization of Management and Administration - of the Judicial Council Strategic Plan:

- Support the efforts of courts to employ sound management practices that foster the efficient use of public resources and enhance the effective delivery of court services.
- Develop policies to implement and promote trial court unification, coordination, and other efficiencies and innovations.
- Encourage courts to develop and implement best management practices in judicial administration.

ANALYSIS OF ALL FEASIBLE ALTERNATIVES

1. Status Quo – No new funding.

- The AOC will only be able to continue to work with the courts from a sometimes remote central office
- It will be more difficult to fulfill the promise of unification and trial court funding;
- The AOC may not always be able to respond as effectively to the courts' requests for face to face meetings;
- AOC staff will not be able to visit the courts as often as needed to build meaningful and fruitful relationships with the courts;
- Opportunities for innovation, modernization, and collaboration among the courts may not be recognized and used because staff is occupied with responding to "emergency" situations;
- Not being easily accessible to the courts in times of need may mean the loss of the AOC's opportunity to assume a stronger, statewide leadership role.

2. Partial Funding – Fund lease space, with no new staff

Although the AOC will have a regional presence, staffed with existing, redeployed staff, the regional offices will not have Regional Directors who will ensure that each regional office's policies, procedures, goals, and objectives are consistent with those of the central office's and the entire branch. Nor will the regional office have the staff generalist (Senior Court Services Analyst) to coordinate activities in the region, or adequate support staff (Executive Secretary).

3. Full Funding effective July 1, 2001 (\$2.076 Million)

- The regional offices will enhance the AOC's relationship with the courts by enabling the AOC to be more responsive and accessible;
- Due to the offices' proximity to the courts they serve, site visits will occur more often and be more cost-effective;
- Networking and shared decision making within the region would be enhanced and ultimately the service to public will be improved;
- Solutions would be jointly developed consistent with regional needs and statewide goals and objectives.

4. Establish Regional Offices January 1, 2002 (\$1.5 Million)

- Establishing the offices in January will provide the AOC sufficient time for locating facilities and allow for a thorough recruitment of new employees.
- The regional offices will enhance the AOC's relationship with the courts by enabling the AOC to be more responsive and accessible;
- Due to the offices' proximity to the courts they serve, site visits will occur more often and be more cost-effective;
- Networking and shared decision making within the region would be enhanced and ultimately the service to public will be improved;
- Solutions would be jointly developed consistent with regional needs and statewide goals and objectives.

TIMETABLE

Effective January 1, 2002, the AOC will hire seven (7.0) permanent, full-time positions requested in this proposal. Intensive recruitment is necessary due to the high position levels to be filled. The search for a suitable site for each regional office with cost-effective lease space will have to commence as soon as possible due to the scarcity of available and affordable office space.

RECOMMENDATION

The Judicial Council recommends that funding in the amount of \$1.5 million be approved to establish seven (7.0) permanent, full-time positions effective January 1, 2002 (two Regional Directors, two Senior Court Services Analysts, two Executive Secretaries, and one attorney) and acquire lease space and all associated operating expense and equipment costs to establish regional offices in Northern and Southern California. This proposal includes one-time costs of \$990,000 and annualized ongoing costs for FY 2002-03 of \$1.0 million.

STATE OF CALIFORNIA
 FINANCE LETTER - FISCAL DETAIL
 STATE OPERATIONS
 DF-46 (REV 03/00)

Please report dollars in thousands.

Department of Finance
 915 L Street
 Sacramento, CA 95814
 IMS Mail Code: A-15

FL # MR-AOC 31	DATE 2/14/2001	TITLE OF PROPOSED CHANGE Establishment of Two Regional Offices			
PROGRAM 30 - Judicial Council	ELEMENT	COMPONENT			
	PERSONNEL YEARS				
	CY	BY	CURRENT YR.	BUDGET YR.	
TOTAL SALARIES AND WAGES		3.5	\$ -	\$ 300	
SALARY SAVINGS		-0.2	-	(15)	
NET TOTAL SALARIES AND WAGES		3.3	\$ -	\$ 285	
STAFF BENEFITS			\$ -	\$ 52	
TOTAL PERSONAL SERVICES		3.3	\$ -	\$ 337	
OPERATING EXPENSES AND EQUIPMENT					
GENERAL EXPENSE			\$ -	\$ 23	
PRINTING			-	2	
COMMUNICATIONS			-	13	
POSTAGE			-	2	
TRAVEL IN-STATE			-	51	
TRAVEL-OUT OF STATE			-	-	
TRAINING			-	3	
FACILITIES OPERATIONS			-	880	
UTILITIES			-	-	
CONSULTING & PROFESSIONAL SERVICES: Interdepartmental (provide list)			-	-	
CONSULTING & PROFESSIONAL SERVICES: External (provide list)			-	-	
CONSOLIDATED DATA CENTERS			-	-	
Health and Welfare Data Center			-	-	
Stephen P. Teale Data Center			-	-	
DATA PROCESSING			-	4	
EQUIPMENT (provide list)			-	185	
DEBT SERVICE			-	-	
OTHER ITEMS OF EXPENSE: (specify below)			-	-	
TOTAL OPERATING EXPENSE AND EQUIPMENT			\$ -	\$ 1,163	
SPECIAL ITEMS OF EXPENSE ⁴ (specify below)			\$ -	\$ -	
TOTAL STATE OPERATIONS EXPENDITURES			\$ -	\$ 1,500	
SOURCE OF FUNDS	APPROPRIATION NO.				
	ORG	REF	FUND		
GENERAL FUND	0250	001	0001	\$ -	\$ 1,500
SPECIAL FUNDS	0250	001			
FEDERAL FUNDS	0250	001	0890		
OTHER FUNDS (SPECIFY)	0250	001			
REIMBURSEMENTS	0250	001	0995		

¹ ITEMIZED DETAIL ON PAGE I-3 BY CLASSIFICATION AS IN SALARIES AND WAGES SUPPLEMENT.

² PROVIDED DETAIL ON PAGE I-3.

³ PROVIDE LIST ON PAGE I-4.

⁴ SPECIAL ITEMS OF EXPENSE MUST BE TITLED. PLEASE REFER TO THE UNIFORM CODES MANUAL FOR A LIST OF THE STANDARDIZED SPECIAL ITEMS OF EXPENSE WHICH MAY BE USED.

LOCAL ASSISTANCE AND DETAIL OF STAFF BENEFITS AND PERSONAL SERVICES

	CURRENT YEAR	BUDGET YEAR
STAFF BENEFITS DETAIL	(WHOLE DOLLARS)	
OASDI	\$ -	\$ 22,929
HEALTH INSURANCE		18,984
RETIREMENT		-
WORKERS' COMP & NON-INDUSTRIAL		3,164
UNEMPLOYMENT INSURANCE		252
OTHER:		
DENTAL INSURANCE		3,969
LIFE INSURANCE		525
VISION CARE		378
EMPLOYEE TRANSIT PROGRAM		2,177
SUBTOTAL, OTHER		7,049
TOTAL	\$ -	\$ 52,378

NOTE: INFORMATION PROVIDED SHOULD APPEAR IN THE SAME FORMAT AS IT WOULD APPEAR ON THE SCHEDULE 2 (CHANGES IN AUTHORIZED POSITIONS).

SUPPLEMENTAL INFORMATION

Please report dollars in thousands.

DEPARTMENT	FL#	FISCAL YEAR
Judicial Council	MR-AOC 31	2001-2002

IDENTIFY ALL PROPOSED ITEMS WHICH FIT INTO THE CATEGORIES LISTED BELOW. SEE INSTRUCTIONS ON PAGE I-7.

	CURRENT YEAR	BUDGET YEAR	BUDGET YEAR + ONE
PROPOSED EQUIPMENT			
Photocopiers (2)	-	30	-
Fax Machines (2)	-	4	-
Computers (10)	-	17	-
Network Printers (6)	-	12	-
Local Printers (6)	-	2	-
T1 Lines	-	18	12
Switch/Routers	-	16	-
Cabling (60 Runs)	-	18	-
Video Conferencing Equipment (2)	-	50	-
Video Conferencing Lines (2)	-	18	12
TOTAL	\$ -	\$ 185	\$ 24
PROPOSED CONTRACTS			
TOTAL	\$ -	\$ -	\$ -
ONE-TIME COSTS			
Office Supplies (General Expense)	-	2	-
Minor Furniture (General Expense)	-	4	-
Furniture (for Directors and Attorney)	-	12	-
Telephones (Communications)	-	3	-
Equipment (See "Proposed Equipment" above)	-	169	-
Facilities (See "Facilities/Capital Costs below)	-	800	-
TOTAL	\$ -	\$ 990	\$ -
FUTURE SAVINGS			
	-	-	-
TOTAL	\$ -	\$ -	\$ -
FULL-YEAR COST ADJUSTMENTS			
Salaries (additional 6-months)			300
Benefits (additional 6-months)			52
OE&E (additional 6-months)	-	-	138
TOTAL	\$ -	\$ -	\$ 490
FACILITIES/CAPITAL COSTS			
Annual Lease Costs	-	147	295
Tenant Improvements	-	400	-
Demolition	-	30	-
Telephone Cabling	-	6	-
Architecture and Engineering	-	123	-
Modular Furniture	-	35	-
Moving Expenses	-	1	-
Other Costs	-	99	-
Contingency Costs	-	41	-
TOTAL	\$ -	\$ 882	\$ 295