



SPECIAL MEETING AGENDA
12 p.m. to 1 p.m., Wednesday, March 23, 2016
by Telephone Conference Call
1-888-670-3525, Passcode 2923925849#

Materials will be emailed on Tuesday, March 22, as well as posted at:

<http://www.flcourts.org/administration-funding/court-funding-budget/trial-court-budget-commission/>

Welcome and Roll Call

I. FY 2015-16 End-of-Year Spending and Related Budget Management Matters

Adjourn

Next Meeting: Tuesday, April 12, 2016, 8:30 a.m. to 1 p.m., in Orlando.

Agenda Item I: FY 2015-16 End-of-Year Spending Plan

Issue:

In December 2015, the Office of the State Courts Administrator (OSCA) met via conference call with the Trial Court Administrators to discuss the potential for a FY 2015-16 statewide year-end spending plan. The primary purpose of the call was to provide the circuits with as much advance planning time to secure quotes or otherwise prepare both for the statewide year-end spending plan, as well as local internal spending plans, if needed. The Trial Court Budget Commission (TCBC) met on January 8, 2016, and discussed the potential and need for a statewide year-end spending plan to maximize trial court resources to cover critical unmet needs in the circuits and minimize reversions at the end of the fiscal year. As a result, the TCBC directed staff to move forward with steps to assist the circuits with the planning for a statewide year-end spending plan.

In past years, the TCBC has utilized funding through a year-end spending plan to address critical due process equipment replacement needs. To maximize available resources and meet the statewide due process equipment needs, resources were pooled together by using remaining funds in the statewide reserves and unobligated funds returned by the circuits. The funds were then reallocated out to the circuits based on due process equipment replacement needs at that time.

On March 1, 2016, OSCA reached out to the circuits again for assistance in determining if any unobligated funds were remaining that could be pooled together to meet the needs on a statewide level, after each circuit had estimated its budgetary needs through fiscal year end and assessed funding needed to address its own internal spending plans. Additionally, as part of the exercise the circuits were asked to identify any funding priorities that they were unable to cover within their existing budget that they would like the TCBC to consider addressing through the statewide year-end spending plan.

Summary and Analysis of Spending Plan Options

Circuit Priorities

As part of this exercise the circuits returned \$1,539,381 (see attachment A) in unobligated funds and identified funding priorities totaling \$2,357,062 (see attachments C and D).

The circuits identified the following funding priorities for which they are seeking assistance from the statewide year-end spending plan: Due Process Equipment Refresh (\$1,527,151); Remote Interpreting Equipment (\$166,933); Judicial Viewers (\$618,786); Mediation Services (\$12,315); Senior Judge Days (\$8,877); and Furniture (\$23,000). All due process, remote interpreting, and

judicial viewer equipment/programming requested has been verified to ensure it complies with all applicable standards.

Additionally, as part of this exercise the circuits were asked to submit any budget amendments that may be needed to accommodate their internal spending plans, so that all budget flexibility via budget amendments could be maximized and to ensure that all needs could be met for both their internal spending plans and the year-end spending plan priorities. There is a total of \$3,107,574 in available funding to address the circuit priorities and internal spending plan budget amendments, if approved (see attachment E).

Funding in the due process services category was not used as part of this exercise. The due process needs of every circuit were thoroughly analyzed to project needs through fiscal year-end, and it was determined that due to recent increases in expenditures realized in the third quarter and projected deficits that all remaining funds should continue to be held in reserve to address future deficits.

Option 1: Approved requested circuit year-end spending priorities.

Option 2: Disapprove requested circuit year-end spending priorities.

Budget Management Committee Recommendation: Option 1, to approve circuit year-end spending priorities.

Integrated Case Management System Development

Background: The Court Application Processing System (CAPS) aims to provide better case management services to judges and court staff by providing immediate availability of e-filed documents and improved ability to search and view specific case information and documents. Currently under the CAPS initiative, the Florida Courts Technology Commission (FCTC) has certified both vendor-based and “homegrown” systems.

The Integrated Case Management System (ICMS) is a “homegrown” system initially developed by staff of the Eighth Judicial Circuit. The circuit has made the application available to other circuits across the state. Currently ICMS is at version 3 and is used not only by the Eighth Circuit but also by the Tenth Judicial Circuit, Fourteenth Judicial Circuit, and Brevard County in the Eighteenth Judicial Circuit.¹

Meanwhile, the Fifteenth Judicial Circuit used the code from an early version of ICMS to create its own CAPS called JVS. Although the code has been developed to satisfy the explicit needs of the individual circuits and the applications have diverged over time, ICMS and JVS are still based on the same underlying technologies (hardware and software). The court technology officers from the eighth and fifteenth circuits collaborate by, for example, sharing code that provides additional functionality. Both applications are certified by the FCTC.

¹ The Third Judicial Circuit is also moving to ICMS.

The Trial Court Budget Commission (TCBC) has approved the use of statewide trial court reserves to support continued development and maintenance of ICMS. Specifically, in FY 2014-15, the Eighth Circuit received a non-recurring allocation of \$259,000 from the statewide trial court reserve. The contractual funding was used to continue to advance ICMS to meet CAPS compliance, as well as meet the requirements outlined for differentiated case management and reporting for civil case types. These funds were used to not only benefit the Eighth Circuit but also to support the ICMS systems in the Tenth, Fourteenth, and Fifteenth circuits, and Brevard County in the Eighteenth Circuit.

For the current fiscal year, the TCBC approved a request for \$216,440 in non-recurring funds from the Eighth, Tenth, Fourteenth, and Eighteenth circuits to continue to support the development and maintenance of the ICMS program through FY 2015-16, using trial court expense reserves. A budget amendment converted the funds to contracted services.

Analysis: Some circuits have expressed an interest in converting from a vendor-based CAPS to ICMS or JVS. In addition, circuits currently using the applications may have outstanding functionality or maintenance needs. As part of the development of end-of-year spending options for the Budget Management Committee's and TCBC's consideration, technology staff of the Office of the State Courts Administrator contacted technology representatives for the Eighth Circuit and the Fifteenth Circuit to ask whether there is a need and opportunity to enhance the current versions of ICMS or JVS using current year funds for development or similar activity. However, due to limited time being available to expend current year funds on contract development and the need to ensure that any application development occurs in a strategic fashion, the circuits advised that use of end-of-year funds for this purpose does not appear to be practical.

However, both circuits did note interest from other circuits on expanded deployment of ICMS or JVS in other parts of the state. The TCBC may wish to consider options for such deployment – either in a hosted (e.g., by OSCA) or distributed fashion – as it plans for use of FY 2016-17 funds.

FY 2015-16 Year-End Spending Plan
 Trial Court Unobligated Funds Returned

Circuit	COUNTY				CIRCUIT										TRIAL COURT Total of All Categories	* FY 14-15 Reversions
	Expenses 040000	Contracted Services 100777	Lease Purchase 105281	County Total of All Categories	Other Personal Services 030000	Expenses 040000	Operating Capital Outlay 060000	Civil Traffic HO 100200	Contracted Services 100777	Senior Judge Days 100630		Lease Purchase 105281	Mediation Arbitration Services 105415	Circuit Total of All Categories		
										Days	Dollars					
1				0		17,067			16,376					33,443	33,443	14,610
2				0				1,715				5,215		6,930	6,930	67,875
3	3,858	480		4,338		27,583	1,000	1,794	564	72	25,566	1,693	6,067	64,267	68,605	31,918
4				0					841	16	5,682			6,523	6,523	20,713
5				0										0	0	18,451
6	1,505			1,505		18,316			4,052	45	15,979		4,942	43,289	44,794	226,596
7	54,461			54,461		62,170	433	4,782	8,209	42	14,913	1,713	2,380	94,600	149,061	243,646
8	6,094	8,995		15,089	2,054	7,853			601					10,508	25,597	135,566
9				0	27,000				13,997	47	16,689			57,686	57,686	245,652
10				0		45,587	3,659	5,477	7,363			580	339	63,005	63,005	60,006
11	1	542		543	10	1,271		130,519	633	410	145,579		81	278,093	278,636	579,460
12	14,081	5,688		19,769		121,923		6,578				190	226	128,917	148,686	160,323
13		5,760		5,760		16,749		27,940	1,045				20,500	66,234	71,994	420,555
14	24,439			24,439		3,089		3,654	3,841	60	21,305			31,889	56,328	108,893
15				0		43,384		15,107						58,491	58,491	131,556
16			744	744		2,679		3,913	8,906	12	4,261		17,189	36,948	37,692	78,112
17				0		92,851			10,549			28,713		132,113	132,113	471,092
18				0		9,100								9,100	9,100	49,084
19	49,702			49,702		65,243	1,874	7,155	29,882	72	25,566	9,897	1,878	141,495	191,197	73,048
20	20,168			20,168		28,090		6,931	44,311					79,332	99,500	226,492
TOTALS	174,309	21,465	744	196,518	29,064	562,955	6,966	215,565	151,170	776	275,540	48,001	53,602	1,342,863	1,539,381	3,363,649

* Includes circuit operating categories only. Does not include legislative/special funding for: Foreclosure Initiative, Veterans Court, Mental Health Diversion Program, Post Adjudicatory Drug Court, Drug Treatment for Drug Court Participants, Child Advocacy Centers, Domestic Violence Offender Monitoring, Sobriety Monitoring, and Court Interpreter Pilot.

ATTACHMENT B

FY 2015-16 Circuit Court Budgets*
Status as of February 29, 2015

Circuit	FY 15-16 Allotment as of 02/29/15	Total Expenditures as of 02/29/15	FY 15-16 Remaining Allotment Balance as of 02/29/15	LESS Unobligated Funds Remitted for Year End Spending Plan	FY 15-16 Adjusted Remaining Allotment Balance	Percent of Allotment Remaining
1	674,375.00	435,967.31	238,407.69	33,443.00	204,964.69	30.39%
2	671,173.00	380,007.37	291,165.63	6,930.00	284,235.63	42.35%
3	199,538.00	77,737.58	121,800.42	64,267.00	57,533.42	28.83%
4	1,885,514.00	1,341,840.54	543,673.46	6,523.00	537,150.46	28.49%
5	1,205,503.22	664,961.76	540,541.46	-	540,541.46	44.84%
6	1,975,267.41	1,241,518.53	733,748.88	43,289.00	690,459.88	34.96%
7	936,850.00	468,052.53	468,797.47	94,600.00	374,197.47	39.94%
8	488,338.00	243,234.10	245,103.90	10,508.00	234,595.90	48.04%
9	2,178,466.93	1,230,602.18	947,864.75	57,686.00	890,178.75	40.86%
10	1,311,962.00	962,867.42	349,094.58	63,005.00	286,089.58	21.81%
11	4,645,225.83	2,705,926.50	1,939,299.33	278,093.00	1,661,206.33	35.76%
12	960,860.00	549,118.66	411,741.34	128,917.00	282,824.34	29.43%
13	3,055,072.00	1,942,986.16	1,112,085.84	66,234.00	1,045,851.84	34.23%
14	403,017.00	181,159.75	221,857.25	31,889.00	189,968.25	47.14%
15	1,491,764.88	833,293.76	658,471.12	58,491.00	599,980.12	40.22%
16	261,343.00	126,461.14	134,881.86	36,948.00	97,933.86	37.47%
17	2,895,633.00	1,653,412.55	1,242,220.45	132,113.00	1,110,107.45	38.34%
18	844,650.00	430,268.79	414,381.21	9,100.00	405,281.21	47.98%
19	952,027.00	604,059.51	347,967.49	141,495.00	206,472.49	21.69%
20	2,143,123.00	1,145,837.97	997,285.03	79,332.00	917,953.03	42.83%
Totals	29,179,703.27	17,219,314.11	11,960,389.16	1,342,863.00	10,617,526.16	36.39%

* Includes circuit operating categories only. Does not include legislative/special funding for: Veterans Court, Mental Health Diversion Program, Post Adjudicatory Drug Court, Drug Treatment for Drug Court Participants, Child Advocacy Centers, Domestic Violence Offender Monitoring, and Court Interpreter Pilot.

ATTACHMENT C

Circuit Year-End Spending Request Summary

Circuit Priorities	Total Issue	Expense	OCO	Contracted Services	Mediation Services	Comp. to Senior Judges
Due Process Equipment Refresh	1,527,151	296,830	1,152,221	78,100	-	-
Judicial Viewers	618,786	68,156	108,000	442,630	-	-
Remote Interpreting Equipment	166,933	-	166,933	-	-	-
Furniture	23,000	-	23,000	-	-	-
Mediation Services	12,315	-	-	-	12,315	-
Senior Judge Days	8,877	-	-	-	-	8,877
Total	2,357,062	364,986	1,450,154	520,730	12,315	8,877

ATTACHMENT D

Circuit Year-End Spending Priority Request Detail

Circuit	Priorities	Total Request	Total Amount Requested per Priority	Funding Category Detail				Comp. to Senior Judges
				Expense	OCO	Cont. Services	Mediation Services	
1st	Due Process Equipment Refresh	50,000	50,000	13,600	28,300	8,100		
2nd	Due Process Equipement Refresh	184,368	68,738		68,738			
	Judicial Viewers		115,630	20,000		95,630		
3rd	Due Process Equipment Refresh	124,000	124,000		124,000			
4th	Due Process Equipment Refresh	163,709	163,709		163,709			
5th	Due Process Equipment Refresh	291,656	68,000	4,000	64,000			
	Remote Interpreting Equipment		67,500		67,500			
	Judicial Viewers		156,156	48,156	108,000			
6th	Steno Court Reporting Circuit Wide	141,790	53,790	840	52,950			
	Judicial Viewer - Programming		18,000			18,000		
	Due Process Equipment Refresh		70,000		70,000			
7th	Due Process Equipment Refresh	382,000	275,000		275,000			
	Due Process Storage		20,000		20,000			
	Remote Interpreting Equipment		20,000		20,000			
	Furniture		7,000		7,000			
	Judicial Viewers - Maintenance		60,000			60,000		
8th	Due Process Equipment Refresh	32,517	32,517	32,517				
9th	Furniture Replacement	12,000	12,000		12,000			
10th	Due Process Equipment Refresh	44,700	44,700	23,700	21,000			
11th	Due Process Equipment Refresh	257,038	257,038	188,730	66,000			
12th	Due Process Equipment Refresh	-	-	-	-			
13th	Remote Interpreting Equipment	34,063	34,063		34,063			
14th	Mediation Services	12,315	12,315				12,315	
15th	NONE-Addressed needs internally	0						
16th	Due Process Equipment Refresh	11,705	6,335	887	5,448			
	Interpreting Equipment		5,370		5,370			
17th	Due Process Equipment Refresh	308,896	31,019		31,019			
	Judicial Viewer-Programming		129,000			129,000		
	Judicial Viewer-Maintenance		140,000			140,000		
	Senior Judge Days (25 Days)		8,877					8,877
18th	Due Process Equipment Refresh	36,500	32,500		32,500			
	Furniture		4,000		4,000			
19th	Due Process Equipment Refresh	170,728	170,728	32,556	68,172	70,000		
20th	Due Process Equipment Refresh	99,077	59,077		59,077			
	Remote Interpreting Equipment		40,000		40,000			
	Total	2,357,062	2,357,062	364,986	1,447,846	520,730	12,315	8,877

FY 2015-16 Year-End Spending Plan
 Budget Amendment Analysis

Year End Spending Plan	COUNTY FUNDS					CIRCUIT FUNDS										TRIAL COURT Total of All Categories	
	Other Personal Services 030000	Expenses 040000	Contracted Services 100777	Lease Purchase 105281	County Total of All Categories	Other Personal Services 030000	Expenses 040000	Operating Capital Outlay 060000	Civil Traffic HO 100200	Contracted Services 100777	Senior Judge Days 100630		Lease Purchase 105281	Mediation Arbitration Services 105415	Circuit Total of All Categories		
											Days	Dollars					
NEED																	
Circuit Priorities					0		364,986	1,450,154		520,730	25	8,877		12,315	2,357,062	2,357,062	
Circuit Budget Amendment Requests		100,000			100,000		110,000	180,455							290,455	390,455	
Funding Adjustments for Circuit Priorities		393,690	121,465		515,155		(393,690)			(121,465)					(515,155)	0	
TOTAL NEED	0	493,690	121,465	0	615,155	0	81,296	1,630,609	0	399,265	25	8,877	0	12,315	2,132,362	2,747,517	
FUNDS AVAILABLE																	
Trial Court Unobligated Funds Returned		174,309	21,465	744	196,518	29,064	562,955	6,966	215,565	151,170	776	275,540	48,001	53,602	1,342,863	1,539,381	
Statewide Reserve	9,166	319,381		46,513	375,060	259,019	154,094	18,000	17,000	101,598	74	26,276	17,671	209,020	802,678	1,177,738	
Circuit Budget Amendment Requests			100,000		100,000		94,948		106,079	88,000			1,428		290,455	390,455	
5day Budget Amendment						(288,083)	(1,028,172)	1,605,643			(815)	(289,388)			0	0	
5% Budget Amendment					0		297,471		(250,000)	58,497				(105,968)	0	0	
TOTAL FUNDS AVAILABLE	9,166	493,690	121,465	47,257	671,578	0	81,296	1,630,609	88,644	399,265	35	12,428	67,100	156,654	2,435,996	3,107,574	
NET AVAILABLE/(NEED) FOR YEAR END BUDGET AMENDMENT	9,166	0	0	47,257	56,423	0	0	0	88,644	0	10	3,551	67,100	144,339	303,634	360,057	