Judicial Council *of* California

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REPORT TO THE JUDICIAL COUNCIL

Item No.: 23-044
For business meeting on November 17, 2023

Title
Trial Courts: Trial Court Trust Fund Funds Held on Behalf of the Trial Courts

Rules, Forms, Standards, or Statutes Affected
None

Recommended by
Fiscal Planning Subcommittee of the Trial Court Budget Advisory Committee
Hon. Jonathan B. Conklin, Chair

Agenda Item Type
Action Required

Effective Date
November 17, 2023

Date of Report
October 26, 2023

Contact
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Executive Summary

The Fiscal Planning Subcommittee of the Trial Court Budget Advisory Committee recommends approval of 16 new and 14 amended requests of Trial Court Trust Fund (TCTF) funds to be held on behalf of the trial courts, totaling $22.5 million from 18 trial courts. Under the Judicial Council–adopted process, courts can request a reduction in their TCTF allocations be retained in the TCTF as restricted fund balance for the benefit of those courts. The funds are then allocated back to the courts by the Judicial Council for the purposes stated in their approved requests.

Recommendation

Based on actions taken at its meeting on August 31, 2023, the Fiscal Planning Subcommittee of the Trial Court Budget Advisory Committee recommends that the Judicial Council, effective November 17, 2023, approve:

1. New funding requests, totaling $13.2 million (Attachment 1), as follows:

   - $284,000 request from El Dorado Superior Court for implementation and deployment of its case management system (CMS) (Attachment 2);
   - $70,000 request from Glenn Superior Court for courthouse renovations (Attachment 3);

- $178,000 request from Lake Superior Court for courthouse construction (Attachment 4);
- $110,000 request from Nevada Superior Court for various projects which include courthouse updates and implementation of a work management system (Attachment 5);
- $295,000 request from Orange Superior Court for implementation of its CMS (Attachment 6);
- $316,000 request from Orange Superior Court to partially fund the Oracle Infrastructure project implementation (Attachment 7);
- $632,000 request from Orange Superior Court to partially fund the Grand Central project and integration with its CMS (Attachment 8);
- $4 million request from San Bernardino Superior Court for courthouse construction due to six new judgeships (Attachment 9);
- $2.3 million request from San Bernardino Superior Court for migration to a new CMS (Attachment 10);
- $600,000 request from San Bernardino Superior Court for expansion of the existing speech-to-text technologies (Attachment 11);
- $2.5 million request from San Bernardino Superior Court for courthouse renovations (Attachment 12);
- $386,000 request from San Luis Obispo Superior Court for various projects including courtroom upgrades and modification projects (Attachment 13);
- $350,000 request from Santa Clara Superior Court for implementation of an automation project (Attachment 14);
- $714,000 request from Sutter Superior Court for various projects including technological enhancements and facility modifications (Attachment 15);
- $389,000 request from San Joaquin Superior Court for facility upgrades (Attachment 16); and
- $17,000 request from Sierra Superior Court for courthouse renovations (Attachment 17); and

2. Amended requests, totaling $9.3 million (Attachment 18), as follows:

- Request of Colusa Superior Court to extend the period for facility modifications from 2022–23 to 2025–26, totaling $284,000 (Attachment 19);
- Request of Imperial Superior Court to extend the period for courthouse construction from 2022–23 to 2023–24, totaling $100,000 (Attachment 20);
- Request of Lake Superior Court to reduce the original request of $17,000 by $8,000 and extend the period from 2022–23 to 2023–24 for a CMS project, for a revised total of $9,000 (Attachment 21);
- Request of Lake Superior Court to withdraw the original request for a CMS project from 2022–23, totaling -$30,000 (Attachment 22);
- Request of Mariposa Superior Court to extend the period for facility renovations from 2021–22 to 2022–23, and to increase the requested amount by $356,000 from $50,000 to $406,000 (Attachment 23);
- Request of Mono Superior Court to extend the period for audio and visual upgrades from 2022–23 to 2024–25, totaling $168,000 (Attachment 24);

- Request of Monterey Superior Court to extend the period for courthouse construction from 2022–23 to 2024–25, totaling $25,000 (Attachment 25);
- Request of San Benito Superior Court to extend the period for various projects from 2020–21 to 2023–24, totaling $644,000 (Attachment 26);
- Request of Ventura Superior Court to extend the period for CMS upgrades through 2025–26, and to increase the requested amount in fund balance year 2022–23 by $920,000 from $1 million to $1.9 million (Attachment 27);
- Request of Monterey Superior Court to reduce the original request of $50,000 by $12,000 and extend the period from 2022–23 to 2023–24 for a fleet purchase, for a revised total of $38,000 (Attachment 28);
- Request of Monterey Superior Court to extend the period for facility upgrades from 2021–22 to 2022–23, and to increase the requested amount by $108,000 from $221,000 to $329,000 (Attachment 29);
- Request of Monterey Superior Court to extend the period for facility upgrades from 2020–21 to 2022–23, and to increase the requested amount by $128,000 from $169,000 to $297,000 (Attachment 30);
- Request of Monterey Superior Court to extend the period for facility upgrades from 2021–22 to 2022–23, and to increase the requested amount by $266,000 from $250,000 to $516,000 (Attachment 31); and
- Request of San Joaquin Superior Court to amend the period for facility construction through 2025–26, and to increase the requested amount for fund balance year 2022–23 by $80,000, totaling $4.5 million (Attachment 32).

Relevant Previous Council Action

On April 15, 2016, the council approved the Trial Court Budget Advisory Committee's (TCBAC's) recommended process, criteria, and required information for trial courts to request that Trial Court Trust Fund–reduced allocations related to the trial courts' statutory fund balance cap be retained in the TCTF as restricted fund balance for the benefit of those courts.[1] This process allows the courts to prudently plan for and fund necessary court infrastructure projects such as (1) technology or infrastructure improvements; (2) facilities maintenance and repair allowed under California Rules of Court, rule 10.810; (3) court efficiency projects; and (4) other projects that would not be possible as an unintended consequence of the fund balance cap.

The criterion for eligibility is that a court has significant expenditures that cannot be financed within its annual budget. The submission, review, and approval process and the allowance for additional appropriate terms and conditions are consistent with the process for supplemental funding requests.

[1] Judicial Council of Cal., Advisory Com. Rep., *Trial Court Allocations: Trial Court Reserves Held in the Trial Court Trust Fund* (Mar. 25, 2016), *https://jcc.legistar.com/View.ashx?M=F&ID=4378277&GUID=57D6B686-EA95-497E-9A07-226CA724ADCB*.

The requirements for submission of a funds held on behalf (FHOB) request are to ensure that the council is aware of use of funds in excess of the fund balance cap and has given its explicit approval. Post-completion reporting and audit requirements ensure a final review of the plans and their adherence to the approved purpose. Requests approved by the council since implementation of the FHOB program are shown in the table below:

Fund Balance Fiscal Year	No. of Trial Courts	Amount (in millions)
2015–16	15	$8.3
2016–17	14	$6.9
2017–18	11	$1.6
2018–19	10	$6.4
2019–20	15	$6.1
2020–21	14	$7.4
2021–22	20	$12.4

In January 2020, the council adopted the TCBAC's recommendation to adopt revisions to the *Judicial Council–Approved Process, Criteria, and Required Information for Trial Court Trust Fund, Fund Balance Held on Behalf of the Courts*, including streamlining the submission schedule, making a change to the recipient of the request, and providing language corrections to better align with court year-end closing, trial court allocation offsets, and requests to amend previously reviewed requests.[2]

In May 2022, the council adopted the TCBAC's recommendation to adopt further revisions to the Judicial Council–approved *Summary of Recommended Process, Criteria, and Required Information for Trial Court Trust Fund, Fund Balance Held on Behalf of the Courts* (Attachment 33). These recommendations included (1) changing the requirement for reporting to the TCBAC within 90 days of completion of a project or planned expenditure regarding how the funds were expended, from a quarterly to an annual reporting of all projects or planned expenditures completed in a fiscal year; (2) a requirement for the annual reporting to include status updates on projects or planned expenditures not completed; and (3) making corresponding language changes to the existing policy, as appropriate.[3]

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[2] Judicial Council of Cal., Advisory Com. Rep., *Updates to the Funds Held on Behalf of the Trial Courts Policy* (Dec. 20, 2019), *https://jcc.legistar.com/View.ashx?M=F&ID=7977186&GUID=6B519461-BD50-4F19-9B80-CD40F8FD64FE*.

[3] Judicial Council of Cal., Advisory Com. Rep., *Trial Court Budget: Funds Held on Behalf of the Trial Courts Reporting Frequency* (Apr. 22, 2022), *https://jcc.legistar.com/View.ashx?M=F&ID=10830769&GUID=305F68B7-26CF-4E57-B29D-BD15D8B1CB6D*.

Analysis/Rationale

A TCTF FHOB of the trial courts allows the courts to meet contractual obligations and fund necessary court infrastructure projects, such as technology improvements or infrastructure, rule 10.810–allowable facilities maintenance and repair, court efficiency projects, and other court infrastructure projects in which the work extends beyond the three-year term of the contract encumbrance.

Under Government Code section 77203, before June 30, 2014, a trial court could carry over all unexpended funds from the court's operating budget from the prior fiscal year. Commencing June 30, 2014, and concluding June 30, 2019, a trial court could carry over unexpended funds in an amount not to exceed 1 percent of the court's operating budget from the prior fiscal year. Commencing June 30, 2020, a trial court may carry over unexpended funds in an amount not to exceed 3 percent of the court's operating budget from the prior fiscal year.[4]

Government Code section 68502.5(c)(2)(A) requires the Judicial Council, when setting the allocations for trial courts, to set a preliminary allocation in July of each fiscal year. Further, in January of each fiscal year, after review of available trial court reserves as of June 30 of the prior fiscal year, the Judicial Council must finalize allocations to trial courts. Each court's finalized allocation must be offset by the amount of reserves in excess of the amount authorized to be carried over under Government Code section 77203(b).

Policy implications

These recommendations are consistent with current law and Judicial Council policy requirements.

Comments

This item did not circulate for comment and received no public comment.

Alternatives considered

Each court detailed specific alternatives in their attached applications. Overall, if the requests are not approved, the courts will either use other resources from their operating budgets, which will reduce available resources; postpone implementation of the requested actions; or reduce services to the public.

Fiscal and Operational Impacts

Allocating the requested funds incurs no additional cost to the courts, and workload associated with monitoring and tracking the FHOB requests is absorbed by Judicial Council staff. If the requests are not approved, the courts' budgets will be adversely affected, as will the courts' ability to effectively serve the public and support access to justice.

[4] Added as part of Senate Bill 1021 (Stats. 2012, ch. 41), later amended by Senate Bill 95 (Stats. 2019, ch. 36, § 2), effective June 27, 2019.

Attachments and Links

1. Attachment 1: Summary of New Requests
2. Attachment 2: Application—Request from El Dorado Superior Court
3. Attachment 3: Application—Request from Glenn Superior Court
4. Attachment 4: Application—Request from Lake Superior Court
5. Attachment 5: Application—Request from Nevada Superior Court
6. Attachment 6: Application—Request from Orange Superior Court
7. Attachment 7: Application—Request from Orange Superior Court
8. Attachment 8: Application—Request from Orange Superior Court
9. Attachment 9: Application—Request from San Bernardino Superior Court
10. Attachment 10: Application—Request from San Bernardino Superior Court
11. Attachment 11: Application—Request from San Bernardino Superior Court
12. Attachment 12: Application—Request from San Bernardino Superior Court
13. Attachment 13: Application—Request from San Luis Obispo Superior Court
14. Attachment 14: Application—Request from Santa Clara Superior Court
15. Attachment 15: Application—Request from Sutter Superior Court
16. Attachment 16: Application—Request from San Joaquin Superior Court
17. Attachment 17: Application—Request from Sierra Superior Court
18. Attachment 18: Summary of Amended Requests
19. Attachment 19: Application—Request from Colusa Superior Court
20. Attachment 20: Application—Request from Imperial Superior Court
21. Attachment 21: Application—Request from Lake Superior Court
22. Attachment 22: Application—Request from Lake Superior Court
23. Attachment 23: Application—Request from Mariposa Superior Court
24. Attachment 24: Application—Request from Mono Superior Court
25. Attachment 25: Application—Request from Monterey Superior Court
26. Attachment 26: Application—Request from San Benito Superior Court
27. Attachment 27: Application—Request from Ventura Superior Court
28. Attachment 28: Application—Request from Monterey Superior Court
29. Attachment 29: Application—Request from Monterey Superior Court
30. Attachment 30: Application—Request from Monterey Superior Court
31. Attachment 31: Application—Request from Monterey Superior Court
32. Attachment 32: Application—Request from San Joaquin Superior Court
33. Attachment 33: Judicial Council– *Summary of Recommended Process, Criteria, and Required Information for Trial Court Trust Fund, Fund Balance Held on Behalf of the Courts*

Attachment 1

Summary of Requests for Trial Court Trust Fund, Funds Held on Behalf of the Courts

New Requests

For consideration at the November 17, 2023 Judicial Council meeting.

Court	Amount Request	Category	High Level Summary
El Dorado	284,000	Technology	CMS
Glenn	70,382	Facility	Construction
Lake	178,225	Facility	Construction
Nevada	110,000	Various	Upgrades/CMS
Orange	295,224	Technology	CMS
Orange	316,000	Technology	CMS
Orange	632,000	Technology	CMS
San Bernardino	4,000,000	Facility	Construction
San Bernardino	2,337,861	Technology	CMS
San Bernardino	600,000	Technology	Technology
San Bernardino	2,500,000	Facility	Upgrades
San Luis Obispo	385,944	Various	Construction/Upgrades
Santa Clara	350,000	Technology	Automation
Sutter	714,178	Various	Construction/Upgrades
San Joaquin	388,867	Facility	Upgrades
Sierra	17,019	Facility	Upgrades
	$ 13,179,700		

APPLICATION FOR TCTF FUNDS HELD ON BEHALF OF THE COURT

Please check the type of request:

☒ **NEW REQUEST** *(Complete Section I, III, and IV only.)*

☐ **AMENDED REQUEST** *(Complete Sections I through IV.)*

SECTION I: GENERAL INFORMATION

SUPERIOR COURT: El Dorado	**PERSON AUTHORIZING REQUEST** *(Presiding Judge or Court Executive Officer)*: **Shelby Wineinger, Court Executive Officer**	
	CONTACT PERSON AND CONTACT INFO: **Amber Brazeal –** abrazeal@eldoradocourt.org **– 530-621-5457**	
DATE OF SUBMISSION: 8/3/2023	**TIME PERIOD COVERED BY THE REQUEST, INCLUDING CONTRIBUTION AND EXPENDITURE:** **FY 22/23 TO FY 23/24**	**REQUESTED AMOUNT:** **$ 284,000.00**

REASON FOR REQUEST *(Please briefly summarize the purpose for this request, including a brief description of the project/proposal. Use attachments if additional space is needed.)*:

This is a Court project to digitize all court records to make them easily accessible in our Court Management System. The project will include Softfile to pick up file boxes from the Court, prepare and scan 9,039 boxes of case files, scan approximately 22,135,740 images, index the cases by case number (361,560 files) document destruction after project completion of 9,039 boxes of case files, deliver multipage PDF for upload into JTI eCourt, and possibly Softfile pre-pick up prep, if needed.

Please see the attached documents.

SECTION II: AMENDED REQUEST CHANGES

A. Identify sections and answers amended.
N/A

B. Provide a summary of the changes to the request.
N/A

SECTION III: TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE

A. Explain why the request does not fit within the court's annual operational budget process and the three-year encumbrance term.
The funding objectives of this project far exceed the constraints of the court's operation budget. It is necessary for the court to use funds in excess of their fund balance cap to meet the funding objectives of this project.

SECTION III (continued): TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE

B. How will the request enhance the efficiency and/or effectiveness of court operations, and/or increase the availability of court services and programs?

Efficiencies and effectiveness will be gained by digitizing all case files making them available to our judges and court clerks at a moment's notice, increasing the access to justice.

Provides greater access to both current and historical court records to the public. Digitizing the records further ensures any records with long term retention requirements are accurately preserved against degradation preserving an accurate record

- Reduced need for public to come to the Courthouse to obtain copies of documents
- Self-service at a time and place of their convenience
- A reduction of copy fees
- An increase in the speed of access to files, especially during hearings

C. If a cost efficiency, please provide cost comparison (table template provided).
N/A

D. Describe the consequences to the court's operations if the court request is not approved.
This is a big project, and the Court will only be able to fund a part of this critical project possibly leaving many files in boxes, and a time-consuming process to pull these files from storage.

E. Describe the consequences to the public and access to justice if the court request is not approved.
If this request is not approved, the process of digitizing our case files will be a much longer process and take many years to complete thus decreasing the public's ability to have access to justice. Many files will be able to be digitized with the funds that we were able to encumber, however, there will still be many files that will have to wait and take longer to pull if requested by the public.

F. What alternatives has the court identified if the request is not approved, and why is holding funding in the TCTF the preferred alternative?
The only alternative is to lose the funding designated for this project with the hope of securing it through the TCTF process which will delay the Court ability to keep moving forward. This Court was unable to pursue this project in the most recent fiscal years as it was focused on securing funds to replace its failing case management system that was end of life and no longer supported.

SECTION IV: FINANCIAL INFORMATION

Please provide the following *(table template provided for each)*:

A. Three-year history of year-end fund balances, revenues, and expenditures

B. Current detailed budget projections for the fiscal years the trial court would either be contributing to or receiving distributions from the TCTF fund balance held on the court's behalf

C. Identification of all costs, by category and amount, needed to fully implement the project

D. A specific funding and expenditure schedule identifying the amounts to be contributed and expended, by fiscal year

Prior three-year history of year-end fund balances, revenues, and expenditures

FY 2021-22	FUNDS							
Description	**General**	**Special Revenue Non-Grant**	**Special Revenue Grant**	**Capital Projects**	**Debt Service**	**Proprietary**	**Fiduciary**	**TOTAL**
Beginning Balance	**1,056,847**	**119,056**	-					**1,175,902**
Revenues	9,795,295	856,979	295,160					**10,947,434**
Expenditures	9,595,500	945,856	295,160					**10,836,516**
Operating Transfers In (Out)	(1,075)	1,075						-
Ending Fund Balance	**1,255,567**	**31,253**	-	-	-	-	-	**1,286,820**

FY 2020-21	FUNDS							
Description	**General**	**Special Revenue Non-Grant**	**Special Revenue Grant**	**Capital Projects**	**Debt Service**	**Proprietary**	**Fiduciary**	**TOTAL**
Beginning Balance	**863,126**	**54,958**	-					**918,084**
Revenues	8,771,663	550,351	393,849					**9,715,863**
Expenditures	8,567,989	496,208	393,849					**9,458,046**
Operating Transfers In (Out)	(9,954)	9,954						-
Ending Fund Balance	**1,056,846**	**119,055**	-	-	-	-	-	**1,175,901**

FY 2019-20	FUNDS							
Description	**General**	**Special Revenue Non-Grant**	**Special Revenue Grant**	**Capital Projects**	**Debt Service**	**Proprietary**	**Fiduciary**	**TOTAL**
Beginning Balance	**27,723**	-	-					**27,723**
Revenues	9,063,419	574,805	473,828					**10,112,052**
Expenditures	8,218,535	529,327	473,828					**9,221,690**
Operating Transfers In (Out)	(9,481)	9,481						-
Ending Fund Balance	**863,126**	**54,959**	-	-	-	-	-	**918,085**

Current detailed budget projections for the fiscal years the trial court would either be contributing to or receiving distributions from the TCTF fund balance held on the court's behalf

| | FY 2022-23 | | | FUNDS | | |

Identification of all costs, by category and amount, needed to fully implement the project

Expenses Category		Amount
GL Account	**Description**	
900000	Salaries	
910000	Staff Benefits	
920001	General Expense	
924000	Printing	
925000	Telecommunications	
926000	Postage	
928000	Insurance	
929000	Travel in State	
931000	Travel Out of State	
933000	Training	
934000	Security	
935000	Facilities Operations	
936000	Utilities	
938000	Contracted Services	284,000
940000	Consulting and Professional Services - County Provided	
943000	Information Technology (IT)	
945000	Major Equipment	
950000	Other Items of Expense	
972000	Other	
973000	Debt Service	
983000	Court Construction	
990000	Distributed Administration & Allocation	
Total		**284,000**

A specific funding and expenditure schedule identifying the amounts related to the proposal to be contributed and expended, by fiscal year

Description	FY 2022-23	FY 2023-24	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	**Total**
Contribution	284,000								**284,000**
Expenditures		284,000							**284,000**
Cumulative Balance	**284,000**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**

APPLICATION FOR TCTF FUNDS HELD ON BEHALF OF THE COURT

Please check the type of request:

☒ **NEW REQUEST** *(Complete Section I, III, and IV only.)*

☐ **AMENDED REQUEST** *(Complete Sections I through IV.)*

SECTION I: GENERAL INFORMATION

SUPERIOR COURT: Glenn	**PERSON AUTHORIZING REQUEST** *(Presiding Judge or Court Executive Officer)*: **Diana Baca, CEO**	
	CONTACT PERSON AND CONTACT INFO: **Diana Baca,** dbaca@glenncourt.ca.gov**, 530-934-1940**	
DATE OF SUBMISSION: 7/11/2023	**TIME PERIOD COVERED BY THE REQUEST, INCLUDING CONTRIBUTION AND EXPENDITURE: JULY 2023 TO JUNE 2024**	**REQUESTED AMOUNT: $70,382.14**

REASON FOR REQUEST *(Please briefly summarize the purpose for this request, including a brief description of the project/proposal. Use attachments if additional space is needed.)*:

Glenn County Superior Court is nearing the completion of a courthouse renovation / addition in which we will have three courtrooms. The original specification for the technology to be installed in the courtrooms came from the 2011 Standards, and as such, are not current for today's courtroom use, specifically, the use of audio and video remote communications allowing for greater access to justice. The construction / renovation project specified only one of the three courtrooms to be supplied with remote audio and video capabilities. The other two courtrooms will be wired for this technology as part of the completed construction project, but the hardware and programming is not included with this building project and will be a significant direct cost to the court.

SECTION II: AMENDED REQUEST CHANGES

A. Identify sections and answers amended.

B. Provide a summary of the changes to the request.

SECTION III: TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE

A. Explain why the request does not fit within the court's annual operational budget process and the three-year encumbrance term.

The court only recently became aware that the standards upon which the technology for the courthouse renovation and addition was originally based is not current for today's needs. The cost of upgrading these standards would need to be borne by the court and are significantly outside of our normal operating budget.

APPLICATION FOR TCTF FUNDS HELD ON BEHALF OF THE COURT (Continued)

SECTION III (continued): TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE

B. How will the request enhance the efficiency and/or effectiveness of court operations, and/or increase the availability of court services and programs? Enhancing all three of our courtrooms with modern audio-visual remote capabilities will allow persons who cannot attend in person the opportunity to attend remotely.

C. If a cost efficiency, please provide cost comparison (table template provided).

D. Describe the consequences to the court's operations if the court request is not approved.
The court will not have audio-visual remote capabilities in two of the three courtrooms if this is not approved.

E. Describe the consequences to the public and access to justice if the court request is not approved.
Remote appearances will be limited to one courtroom causing delays to the access to justice by persons needing to appear remotely.

F. What alternatives has the court identified if the request is not approved, and why is holding funding in the TCTF the preferred alternative? The only alternative identified is to use a laptop for remote access, however, the Judicial Council design team does not recommend this as the audio and video quality would be inferior.

SECTION IV: FINANCIAL INFORMATION

Please provide the following *(table template provided for each)*:

A. Three-year history of year-end fund balances, revenues, and expenditures

B. Current detailed budget projections for the fiscal years the trial court would either be contributing to or receiving distributions from the TCTF fund balance held on the court's behalf

C. Identification of all costs, by category and amount, needed to fully implement the project

D. A specific funding and expenditure schedule identifying the amounts to be contributed and expended, by fiscal year

Prior three-year history of year-end fund balances, revenues, and expenditures

FY 2020-21	FUNDS							
Description	**General**	**Special Revenue Non-Grant**	**Special Revenue Grant**	**Capital Projects**	**Debt Service**	**Proprietary**	**Fiduciary**	**TOTAL**
Beginning Balance	**121,030**	**103,382**						**224,412**
Revenues	2,872,387	325,552	171,824	125,982				**3,495,745**
Expenditures	2,797,818	305,706	172,871	125,982				**3,402,377**
Operating Transfers In (Out)	(1,047)		1,047					**-**
Ending Fund Balance	**194,552**	**123,228**	**-**	**-**	**-**	**-**	**-**	**317,780**

FY 2021-22	FUNDS							
Description	**General**	**Special Revenue Non-Grant**	**Special Revenue Grant**	**Capital Projects**	**Debt Service**	**Proprietary**	**Fiduciary**	**TOTAL**
Beginning Balance	**194,552**	**123,228**	**-**					**317,780**
Revenues	3,041,434	413,823	270,947	119,933				**3,846,137**
Expenditures	2,833,005	395,003	305,417	119,933				**3,653,358**
Operating Transfers In (Out)	(34,470)		34,470					**-**
Ending Fund Balance	**368,511**	**142,048**	**-**	**-**	**-**	**-**	**-**	**510,559**

FY 2022-23	FUNDS							
Description	**General**	**Special Revenue Non-Grant**	**Special Revenue Grant**	**Capital Projects**	**Debt Service**	**Proprietary**	**Fiduciary**	**TOTAL**
Beginning Balance	**368,511**	**141,507**	**-**	**-**				**510,018**
Revenues	3,587,159	544,457	134,627	163,129				**4,429,372**
Expenditures	3,304,869	520,011	138,541	151,408				**4,114,829**
Operating Transfers In (Out)	(6,284)	2,371	3,914	-				**1**
Ending Fund Balance	**644,517**	**168,324**	**-**	**11,721**	**-**	**-**	**-**	**824,562**

Current detailed budget projections for the fiscal years the trial court would either be contributing to or receiving distributions from the TCTF fund balance held on the court's behalf

	FY 2022-23			FUNDS						FY 2023-24			FUNDS							Select Fiscal Year			FUNDS							Select Fiscal Year			FUNDS							Select Fiscal Year			FUNDS							Select Fiscal Year			FUNDS							Select Fiscal Year			FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES																																																																				
State Financing Sources	3,456,684	170,454						3,627,138	3,400,000	170,454						3,570,454								-								-								-								-								-								-								-
Grants			134,618					134,618			134,618					134,618								-								-								-								-								-								-								-
Other Financing Sources	130,475	376,003	9	161,139				670,626	130,475	376,603	9					507,087								-								-								-								-								-								-								-
TOTAL REVENUES	**3,587,159**	**547,087**	**134,627**	**161,139**	-	-	-	**4,432,382**	**3,530,475**	**547,087**	**134,627**	-	-	-	-	**4,211,189**	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
EXPENDITURES																																																																										
Salaries	**993,055**	**146,914**	**9,667**					**1,150,636**	**1,050,000**	**146,914**	**9,667**					**1,206,581**								-								-								-								-								-								-								-
Staff Benefits	**1,066,132**	**123,243**	**3,562**					**1,192,937**	**1,115,000**	**123,243**	**3,562**					**1,241,805**								-								-								-								-								-								-								-
General Expense	**255,148**	**4,308**	**351**					**259,807**	**300,000**	**4,308**	**351**					**304,659**								-								-								-								-								-								-								-
Rent/Lease	**40,500**							**40,500**	**40,000**							**40,000**								-								-								-								-								-								-								-
Telecommunications	**36,116**	**3,339**	**37**					**39,492**	**35,000**	**3,339**	**37**					**38,376**								-								-								-								-								-								-								-
Postage	**3,231**	**345**						**3,576**	**3,000**	**345**						**3,645**								-								-								-								-								-								-								-
Insurance	**1,739**							**1,739**	**1,800**							**1,800**								-								-								-								-								-								-								-
Travel in State	**1,873**							**1,873**	**1,900**							**1,900**								-								-								-								-								-								-								-
Travel Out of State								-								-								-								-								-								-								-								-								-
Training	**1,193**							**1,193**	**1,300**							**1,300**								-								-								-								-								-								-								-
Security	**2,881**	**578**	**3**					**3,462**	**2,900**	**578**	**3**					**3,481**								-								-								-								-								-								-								-
Facilities Operations	**3,010**			**140,369**				**143,379**	**3,100**							**3,100**								-								-								-								-								-								-								-
Utilities	**17,403**							**17,403**	**18,000**							**18,000**								-								-								-								-								-								-								-
Contracted Services	**683,004**	**1,730**	**107,769**					**792,503**	**700,000**	**1,730**	**107,769**					**809,499**								-								-								-								-								-								-								-
Consulting and Professional Services - Interdepartmental	**2,342**	**147,410**	**2,575**					**152,327**	**7,400**	**147,410**	**2,575**					**157,385**								-								-								-								-								-								-								-
Information Technology (IT)	**199,497**	**23,191**	**896**					**223,584**	**200,000**	**23,191**	**896**					**224,087**								-								-								-								-								-								-								-
Major Equipment	**43,847**							**43,847**	**44,000**							**44,000**								-								-								-								-								-								-								-
Other Items of Expense	**1,334**							**1,334**	**1,400**							**1,400**								-								-								-								-								-								-								-
Junior Costs	**1,428**							**1,428**	**1,500**							**1,500**								-								-								-								-								-								-								-
Other	**2,485**							**2,485**	**2,500**							**2,500**								-								-								-								-								-								-								-
Capital Service								-								-								-								-								-								-								-								-								-
Joint Construction								-								-								-								-								-								-								-								-								-
Distributed Administration & Allocation	**(74,148)**	**71,583**	**2,557**													-								-								-								-								-								-								-								-
Prior Year Expense Adjustment	**12,152**		**11,123**	**11,039**				**34,314**				**11,721**				**11,721**								-								-								-								-								-								-								-
TOTAL EXPENDITURES	**3,304,869**	**522,641**	**138,540**	**151,408**	-	-	-	**4,117,458**	**3,493,100**	**491,858**	**124,860**	**11,721**	-	-	-	**4,080,739**	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)	**(5,266)**	**2,271**	**3,913**					-								-								-								-								-								-								-								-								-
Fund Balance (Deficit)																																																																										
Beginning Balance (Deficit)	**368,511**	**141,507**						**510,018**	**644,517**	**168,324**	-	**11,721**	-	-	-	**824,562**	**681,892**	**264,353**	**9,767**	-	-	-	-	**956,012**	**681,892**	**264,353**	**9,767**	-	-	-	-	**956,012**	**681,892**	**264,353**	**9,767**	-	-	-	-	**956,012**	**681,892**	**264,353**	**9,767**	-	-	-	-	**956,012**	**681,892**	**264,353**	**9,767**	-	-	-	-	**956,012**	**681,892**	**264,353**	**9,767**	-	-	-	-	**956,012**	**681,892**	**264,353**	**9,767**	-	-	-	-	**956,012**
Ending Balance (Deficit)	**644,517**	**168,324**	-	**11,721**	-	-	-	**824,562**	**681,892**	**264,353**	**9,767**	-	-	-	-	**956,012**	**681,892**	**264,353**	**9,767**	-	-	-	-	**956,012**	**681,892**	**264,353**	**9,767**	-	-	-	-	**956,012**	**681,892**	**264,353**	**9,767**	-	-	-	-	**956,012**	**681,892**	**264,353**	**9,767**	-	-	-	-	**956,012**	**681,892**	**264,353**	**9,767**	-	-	-	-	**956,012**	**681,892**	**264,353**	**9,767**	-	-	-	-	**956,012**

Identification of all costs, by category and amount, needed to fully implement the project

Expenses Category		Amount
GL Account	**Description**	
900000	Salaries	
910000	Staff Benefits	
920001	General Expense	
924000	Printing	
925000	Telecommunications	
926000	Postage	
928000	Insurance	
929000	Travel in State	
931000	Travel Out of State	
933000	Training	
934000	Security	
935000	Facilities Operations	
936000	Utilities	
938000	Contracted Services	70,382
940000	Consulting and Professional Services - County Provided	
943000	Information Technology (IT)	
945000	Major Equipment	
950000	Other Items of Expense	
972000	Other	
973000	Debt Service	
983000	Court Construction	
990000	Distributed Administration & Allocation	
Total		**70,382**

A specific funding and expenditure schedule identifying the amounts related to the proposal to be contributed and expended, by fiscal year

Description	FY 2023-24	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	**Total**
Contribution	70,382								**70,382**
Expenditures	70,382								**70,382**
Cumulative Balance	-	-	-	-	-	-	-	-	-

APPLICATION FOR TCTF FUNDS HELD ON BEHALF OF THE COURT

Please check the type of request:

☒ **NEW REQUEST** *(Complete Section I, III, and IV only.)*

☐ **AMENDED REQUEST** *(Complete Sections I through IV.)*

SECTION I: GENERAL INFORMATION

SUPERIOR COURT: Lake	**PERSON AUTHORIZING REQUEST** *(Presiding Judge or Court Executive Officer)*: **J. David Markham, Presiding Judge**	
	CONTACT PERSON AND CONTACT INFO: **Michaela Noland,** michaela.noland@lake.courts.ca.gov **707-263-2374, x2263**	
DATE OF SUBMISSION: 7/27/2023	**TIME PERIOD COVERED BY THE REQUEST, INCLUDING CONTRIBUTION AND EXPENDITURE:** **FY22 – FY25**	**REQUESTED AMOUNT:** **$178,225**

REASON FOR REQUEST *(Please briefly summarize the purpose for this request, including a brief description of the project/proposal. Use attachments if additional space is needed.)*:

Lake County Superior Court requests $178,225 to be held on the court's behalf for one time project costs related to the completion and move to a new courthouse. The court is responsible for moving costs and some equipment and furnishing costs for the new Lake County Courthouse. The courthouse is a new court construction project estimated to be complete in late 2025 or early 2026. The New Lakeport Courthouse will replace an overcrowded, shared use facility with a new four courtroom facility of approximately 46,000 square feet. The new building will provide a safe, accessible, operationally efficient building for court staff and the Lake County community.

The court costs of $178,225 are necessary so that the new courthouse may be opened to serve the public. Given the uncertain nature of future funding for the trial courts, it is necessary and fiscally responsible to begin reserving funds for one-time project costs now when the court has the resources to do so.

According to the Guidelines for the Responsibility of Facilities Costs between the Judicial Council and Trial Courts, the court will be responsible for several categories of one-time expenses such as moving costs, break room equipment, appliances, office equipment, trash cans, copiers, postage meters, network connection, servers, telephones and VoIP system. The court intends to sequence the regular technology refresh and replacement cycle as well as telephone and copy machine replacements with the new building occupancy. Additionally, due to the increase in size of the new building, the need for copy machines, phones and other equipment will increase. The court wishes to be fully prepared to handle these costs. It may be necessary to augment the project budget if certain items important to the safe and efficient operation of the building are eliminated from the project construction budget.

SECTION II: AMENDED REQUEST CHANGES

A. Identify sections and answers amended.

B. Provide a summary of the changes to the request.

SECTION III: TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE

A. Explain why the request does not fit within the court's annual operational budget process and the three-year encumbrance term.

These one-time costs of the courthouse project are outside the normal ongoing operational costs of the court. The expenses are expected to occur in mid to late 2025. Given the uncertain nature of future funding for the trial courts, it is necessary and fiscally responsible to begin reserving funds for one-time project costs now when the court has the resources to do so.

APPLICATION FOR TCTF FUNDS HELD ON BEHALF OF THE COURT (Continued)

SECTION III (continued): TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE

B. How will the request enhance the efficiency and/or effectiveness of court operations, and/or increase the availability of court services and programs?

The funds will ensure that the court can meet its monetary obligations related to the project and relocation to the new courthouse. The new courthouse will provide service improvements for the public, including increased security, access, and reduce overcrowding for both court staff and the public visiting the courthouse.

C. If a cost efficiency, please provide cost comparison (table template provided).
N/A

D. Describe the consequences to the court's operations if the court request is not approved.
Given the uncertain nature of future funding for the trial courts, it is possible the court would not be able to fund the costs for moving and new equipment. If the court was unable to do so, the opening of the new building could be delayed. Additionally, if the court did not have sufficient funds set aside for this purpose, the court would be required to use ongoing operational funding to cover these one-time costs. If the court was forced to use ongoing operational costs to cover the one-time expenses related to the new building, it would reduce court services to the public.

E. Describe the consequences to the public and access to justice if the court request is not approved.
The loss of funds would most likely affect the court's future operations budget, negatively affecting court services.

F. What alternatives has the court identified if the request is not approved, and why is holding funding in the TCTF the preferred alternative?

The one-time costs of this project are outside the operational costs for the court and are consistent with the recommended process for the trial court trust fund balance held on behalf of the courts. The court needs and appreciates this process as otherwise the court may need to cut services and/or staff to provide funds to pay necessary costs to open and operate the new courthouse.

SECTION IV: FINANCIAL INFORMATION

Please provide the following *(table template provided for each)*:

A. Three-year history of year-end fund balances, revenues, and expenditures

Please see attached.

B. Current detailed budget projections for the fiscal years the trial court would either be contributing to or receiving distributions from the TCTF fund balance held on the court's behalf

Please see attached budget for contributing year.

C. Identification of all costs, by category and amount, needed to fully implement the project

Please see attached general list. Actual costs are unknown.

D. A specific funding and expenditure schedule identifying the amounts to be contributed and expended, by fiscal year

Please see attached.

Prior three-year history of year-end fund balances, revenues, and expenditures

FY 2022-23	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance	**764,164**	**255,420**						**1,019,584**
Revenues	5,270,860	471,528	264,359					**6,006,747**
Expenditures	5,262,739	437,660	295,090					**5,995,489**
Operating Transfers In (Out)	(30,732)		30,732					-
Ending Fund Balance	**741,554**	**289,288**	**0**	-	-	-	-	**1,030,842**

FY 2021-22	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance	**475,426**	**231,082**						**706,508**
Revenues	5,022,246	215,194	273,156					**5,510,596**
Expenditures	4,670,119	190,856	336,545					**5,197,520**
Operating Transfers In (Out)	(63,389)		63,389					-
Ending Fund Balance	**764,164**	**255,420**	-	-	-	-	-	**1,019,584**

FY 2020-21	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance	**522,904**	**207,896**						**730,800**
Revenues	4,916,503	32,956	242,029					**5,191,488**
Expenditures	4,890,634	9,770	315,375					**5,215,779**
Operating Transfers In (Out)	(73,347)		73,347					-
Ending Fund Balance	**475,426**	**231,082**	**1**	-	-	-	-	**706,509**

Current detailed budget projections for the fiscal years the trial court would either be contributing to or receiving distributions from the TCTF fund balance held on the c

	FY 2021-22			FUNDS				
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources	5,270,860							5,270,860
Grants			264,359					264,359
Other Financing Sources		471,528						471,528
TOTAL REVENUES	5,270,860	471,528	264,359	-	-	-	-	6,006,747
EXPENDITURES								
Salaries	2,277,077	7,581	135,192					2,419,849
Staff Benefits	1,153,498	1,708	58,848					1,214,053
General Expense	140,816		970					141,786
Printing	9,614							9,614
Telecommunications	17,000		872					17,873
Postage	32,224							32,224
Insurance	18,190							18,190
Travel in State	13,324							13,324
Travel Out of State	-							-
Training	4,595							4,595
Security	215,171		14,607					229,778
Facilities Operations	82,999							82,999
Utilities	2,818							2,818
Contracted Services	1,134,013		45,793					1,179,806
Consulting and Professional Services - County Provided	11,900	428,372						440,272
Information Technology (IT)	167,978							167,978
Major Equipment	-							-
Other Items of Expense	109							109
Juror Costs	19,417							19,417
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation	(38,808)		38,808					0
Prior Year Expense Adjustment	805							805
TOTAL EXPENDITURES	5,262,739	437,660	295,090	-	-	-	-	5,995,489
Operating Transfers In (Out)	30,732		(30,732)					-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	764,164	255,420	-					1,019,584
Ending Balance (Deficit)	803,017	289,288	(61,463)	-	-	-	-	1,030,843

Identification of all costs, by category and amount, needed to fully implement the project

Expenses Category		Amount
GL Account	Description	
900000	Salaries	
910000	Staff Benefits	
920001	General Expense	
924000	Printing	
925000	Telecommunications	
926000	Postage	
928000	Insurance	
929000	Travel in State	
931000	Travel Out of State	
933000	Training	
934000	Security	
935000	Facilities Operations	100,000
936000	Utilities	
938000	Contracted Services	
940000	Consulting and Professional Services - County Provided	
943000	Information Technology (IT)	78,500
945000	Major Equipment	
950000	Other Items of Expense	
972000	Other	
973000	Debt Service	
983000	Court Construction	
990000	Distributed Administration & Allocation	
Total		**178,500**

A specific funding and expenditure schedule identifying the amounts related to the proposal to be contributed and expended, by fiscal year

Description	FY 2022-23	FY 2023-24	FY 2024-25	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Total
Contribution	178,225								178,225
Expenditures		-	178,225						178,225
Cumulative Balance	**178,225**	**178,225**	-	-	-	-	-	-	**356,450**

APPLICATION FOR TCTF FUNDS HELD ON BEHALF OF THE COURT

Please check the type of request:

X NEW REQUEST *(Complete Section I, III, and IV only.)*

☐ **AMENDED REQUEST** *(Complete Sections I through IV.)*

SECTION I: GENERAL INFORMATION

SUPERIOR COURT: Nevada	**PERSON AUTHORIZING REQUEST** *(Presiding Judge or Court Executive Officer)*: **Laila Waheed, Court Executive Officer**	
	CONTACT PERSON AND CONTACT INFO: Theresa Lambert, theresa.lambert@nccourt.net	
DATE OF SUBMISSION: 8/4/2023	**TIME PERIOD COVERED BY THE REQUEST, INCLUDING CONTRIBUTION AND EXPENDITURE: 2022-2024**	**REQUESTED AMOUNT: $110,000**

REASON FOR REQUEST *(Please briefly summarize the purpose for this request, including a brief description of the project/proposal. Use attachments if additional space is needed.)*:

The court has funds available on a one-time basis to move select projects forward at an increased rate. These funds will be utilized in future years for increased salary and operating expenses. The proposed projects include courthouse furniture improvements in public, courtroom, and secured areas, a vehicle purchase, and an expanded pilot project for a work management system. These projects each have different impacts. They will improve safety, and comfort for the public and court staff as well as improve service levels by enhancing operational efficiencies.

SECTION II: AMENDED REQUEST CHANGES

A. Identify sections and answers amended.

B. Provide a summary of the changes to the request.

SECTION III: TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE

A. Explain why the request does not fit within the court's annual operational budget process and the three-year encumbrance term.

The court's budget has increased significantly in FY 22-23 and did not allow for court project resources to keep up with the pace of expansion. As a result, the court has onetime funds that can support improvements that would not otherwise be possible in FY 23-24. If the funds are not held, the court will be unable to dedicate the financial resources to these project areas. These funds will be used on one-time basis in FY 23-24 and in future years will be used for salary and operating expenses that have increased.

SECTION III (continued): TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE

B. How will the request enhance the efficiency and/or effectiveness of court operations, and/or increase the availability of court services and programs?

1 – Courthouse furniture in public sitting areas and meeting spaces for the public are well used and not aging well. The public responds negatively and voices disapproval. Chairs are dirty, with damaged fabric and cushions. Not only is furniture ugly and uncomfortable it is a poor representation of the court's mission to serve the public well. Replacing this furniture will improve the public-accessible spaces of the courthouse and elicit better customer satisfaction.
$35,000
2 – Vehicle purchase for travel between court locations will allow for staff to travel safely and efficiently. The court's existing vehicle is aging and is not as efficient as newer models. A replacement vehicle will improve staff safety and reduce the court's fossil fuel footprint.
$45,000
3 – Work management systems allow for the automation, streamlining and tracking for work within the court to deliver faster access to justice through digital workflow technologies. This funding will allow the court to transition 35% of all public requests into a digital workflow leveraging the existing court website and integration of phone calls into the digital workflow system. This initiative is a force multiplier and will decrease time to resolve public requests, reduce errors and defects, while allowing a data driven approach to operational efficiency for work flowing through this system. The court's implementation of Zendesk is in a Phase 1 pilot and this funding would allow for a Phase II pilot to expand usage across the organization. The court expects a 10% efficiency gain YoY through the data collected from the workflow management system. The court expects large efficiencies to result from the implementation of Zendesk to handle public, partner and internal work more effectively with the use of templates and redirection to existing resources where possible.
$30,000

C. If a cost efficiency, please provide cost comparison (table template provided).

No immediate cost efficiencies are expected, however improved workflow is expected to allow staff to focus time on other critical functions.

D. Describe the consequences to the court's operations if the court request is not approved.

The court will delay expanded use of the work management system which will mean the efficiencies expected will not be realized. Court operations will continue to struggle to respond in a timely manner to requests from the public, partners and internal stakeholders.

E. Describe the consequences to the public and access to justice if the court request is not approved.

The court's existing furniture will continue to impact public perception and comfort in the courthouse. The court will be unable to expand use of the pilot work management system which will slow enhancements and improvements quality and timeliness of service the court expects to see from that product.

F. What alternatives has the court identified if the request is not approved, and why is holding funding in the TCTF the preferred alternative?

The court will not be able to utilize the funds to improve court services and resources. Holding the funding for the specified projects will allow for more rapid improvements in the court's operations, safety and comfort.

SECTION IV: FINANCIAL INFORMATION

Please provide the following *(table template provided for each)*:

A. Three-year history of year-end fund balances, revenues, and expenditures

B. Current detailed budget projections for the fiscal years the trial court would either be contributing to or receiving distributions from the TCTF fund balance held on the court's behalf

C. Identification of all costs, by category and amount, needed to fully implement the project

D. A specific funding and expenditure schedule identifying the amounts to be contributed and expended, by fiscal year

Prior three-year history of year-end fund balances, revenues, and expenditures

FY 2020-21	FUNDS							
Description	**General**	**Special Revenue Non-Grant**	**Special Revenue Grant**	**Capital Projects**	**Debt Service**	**Proprietary**	**Fiduciary**	**TOTAL**
Beginning Balance	**238,351**	**277,868**	-	-	-	-	-	**516,219**
Revenues	6,369,911	568,357	267,408					**7,205,676**
Expenditures	6,402,559	510,451	267,440					**7,180,450**
Operating Transfers In (Out)	(1,660)	1,628	32					-
Ending Fund Balance	**204,043**	**337,402**	-	-	-	-	-	**541,445**

FY 2021-22	FUNDS							
Description	**General**	**Special Revenue Non-Grant**	**Special Revenue Grant**	**Capital Projects**	**Debt Service**	**Proprietary**	**Fiduciary**	**TOTAL**
Beginning Balance	**204,043**	**337,403**	-					**541,446**
Revenues	7,227,801	626,072	334,939					**8,188,812**
Expenditures	7,139,510	569,989	334,939					**8,044,438**
Operating Transfers In (Out)	(628)	628						-
Ending Fund Balance	**291,706**	**394,114**	-	-	-	-	-	**685,820**

FY 2022-23	FUNDS							
Description	**General**	**Special Revenue Non-Grant**	**Special Revenue Grant**	**Capital Projects**	**Debt Service**	**Proprietary**	**Fiduciary**	**TOTAL**
Beginning Balance	**291,706**	**394,114**	-					**685,820**
Revenues	9,265,457	595,071	337,896					**10,198,424**
Expenditures	9,113,820	523,046	337,896					**9,974,762**
Operating Transfers In (Out)								-
Ending Fund Balance	**443,343**	**466,139**	-	-	-	-	-	**909,482**

Current detailed budget projections for the fiscal years the trial court would either be contributing to or receiving distributions from the TCTF fund balance held on the court's behalf

| | FY 2022-23 | | | FUNDS | | | | | | | | | | | | FY 2023-24 | | | FUNDS | | | | | | | | | | | |

Identification of all costs, by category and amount, needed to fully implement the project

Expenses Category		Amount
GL Account	**Description**	
900000	Salaries	
910000	Staff Benefits	
920001	General Expense	35,000
924000	Printing	
925000	Telecommunications	
926000	Postage	
928000	Insurance	
929000	Travel in State	
931000	Travel Out of State	
933000	Training	
934000	Security	
935000	Facilities Operations	
936000	Utilities	
938000	Contracted Services	
940000	Consulting and Professional Services - County Provided	
943000	Information Technology (IT)	30,000
945000	Major Equipment	45,000
950000	Other Items of Expense	
972000	Other	
973000	Debt Service	
983000	Court Construction	
990000	Distributed Administration & Allocation	
Total		**110,000**

A specific funding and expenditure schedule identifying the amounts related to the proposal to be contributed and expended, by fiscal year

Description	FY 2023-24	FY 2022-23	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	**Total**
Contribution		110,000							**110,000**
Expenditures	110,000								**110,000**
Cumulative Balance	**(110,000)**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**

APPLICATION FOR TCTF FUNDS HELD ON BEHALF OF THE COURT

Please check the type of request:

☒ **NEW REQUEST** *(Complete Section I, III, and IV only.)*

☐ **AMENDED REQUEST** *(Complete Sections I through IV.)*

SECTION I: GENERAL INFORMATION

SUPERIOR COURT: Orange	**PERSON AUTHORIZING REQUEST** *(Presiding Judge or Court Executive Officer)*: **David Yamasaki, Court Executive Officer**	
	CONTACT PERSON AND CONTACT INFO: **Katrina Coreces,** kcoreces@occourts.org**, 310-210-8571**	
DATE OF SUBMISSION: 8/4/2023	**TIME PERIOD COVERED BY THE REQUEST, INCLUDING CONTRIBUTION AND EXPENDITURE: JUL 2023-JUN 2025**	**REQUESTED AMOUNT: $295,224**

REASON FOR REQUEST *(Please briefly summarize the purpose for this request, including a brief description of the project/proposal. Use attachments if additional space is needed.)*:

The court requests to hold $295,224 in the Trial Court Trust Fund to partially fund the initial phase of the modernization of its current Criminal and Traffic Case Management System (CMS), also known as Vision.

Vision is a thick client (PowerBuilder) server (Oracle) application built 23 years ago with functional limitations due to client server architecture. Vision becomes more expensive to maintain each year, has limited scalability, and does not allow for the court to take advantage of advanced technological solutions to improve service delivery and modernize processes. The court intends to address the limitations of Vision by modernizing the technology stack from 2 tier to 3 tier.

The initial phase of the project will include use cases in converting/developing some existing CMS screens into the proposed 3 tier architecture to show that the new recommended architecture will meet the required enterprise large scale application solution. This initial phase is estimated to cost $755,000 and will take approximately six months to complete. The $755,000 will pay for contractor resources (architect, .Net developers, UX/UI designer, analysts) who will assess current web technologies and come up with a framework solution to architect an enterprise application. Once the initial phase is successfully completed, it will be followed by migrating the entire Vision CMS application to the new architecture.

The court's finances have been closely balanced since FY 2013-14. The court does not have an ongoing surplus and expects a modest operating deficit this fiscal year. The court has been able to invest in technology mainly through Modernization Funds and savings generated by having a higher vacancy rate than the court would want. It is therefore important for the court to be able to set aside funds for this high priority project that is expected to cost millions of dollars in the next few years.

SECTION II: AMENDED REQUEST CHANGES

A. Identify sections and answers amended.
Not applicable

B. Provide a summary of the changes to the request.
Not applicable

SECTION III: TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE

A. Explain why the request does not fit within the court's annual operational budget process and the three-year encumbrance term.

The court's finances have been closely balanced since FY 2013-14, mainly through salary savings and the use reserves. The court does not have an ongoing surplus and expects a modest operating deficit in FY 2023-24. Just the initial phase of the Vision modernization project is expected to cost $755,000. The actual migration will cost millions of dollars more. Due to the 3% reserve limit (which amounts to about $7.4 million, or 10 days of payroll), as well as new costs that the court is absorbing this fiscal year, such as the full year costs of last year's 6% negotiated salary increase in addition to this year's 3%; Oracle Database and WebLogic licenses, which the Judicial Council formerly covered and is now the responsibility of the court; an Oracle Modernization project, and the Grand Central project, the court is not in a financial situation that would support a new $755,000 expenditure in one year.

The Vision Modernization project is high-profile, high-stakes, complex, and expensive. The court was not ready to award a contract for the initial phase of the project in FY 2022-23, so this request did not fit in the three-year encumbrance term.

B. How will the request enhance the efficiency and/or effectiveness of court operations, and/or increase the availability of court services and programs?

The project will start with a small-scale implementation of the modernized application, designed to test the viability of the proposed solution. This will help identify potential issues and risks early in the process, validate the feasibility of the new technology stack, and help get buy-in from stakeholders and end-users, by demonstrating the potential benefits of the upgraded application. This will be followed by migrating the entire Vision application to the new technology and architecture.

Vision Modernization brings numerous benefits, such as enhancing user experience, improving security, increasing scalability, reducing maintenance costs, delivering better performance, and adapting to the ever-changing needs of our user base. With CMS integrated into the new modern technology, data exchanges with public-facing applications will be accelerated, offering real-time data. Furthermore, we will be able to develop new CMS application enhancements in shorter time frames, thereby improving public services.

C. If a cost efficiency, please provide cost comparison (table template provided).

The current client technology (PowerBuilder) used in our CMS is becoming outdated and making it extremely difficult to locate skilled PowerBuilder resources. Moreover, if we manage to find one, their services often come at a steep premium cost. For FY 2023-24, the initial budget for a Vision PowerBuilder contractor and user licenses is $230,000.

D. Describe the consequences to the court's operations if the court request is not approved.

The current client technology (PowerBuilder) used in our CMS is becoming outdated and making it extremely difficult to locate skilled PowerBuilder resources. Projects that require specific expertise in PowerBuilder may face delays, as finding suitable professionals might take longer than expected. This, in turn, could potentially lead to postponed feature updates, bug fixes, and other improvements that could enhance the overall performance and functionality of our CMS.

E. Describe the consequences to the public and access to justice if the court request is not approved.

As finding skilled PowerBuilder resources becomes challenging, delivering legislative changes in a timely manner will be impacted and affecting the service we could provide to public. The integration of CMS into the new technology stack will facilitate the accelerated exchange of real-time data, enabling faster and more accurate information dissemination. This enhanced efficiency can lead to streamlined processes, quicker resolutions, and improved accessibility of legal services for the public, ultimately contributing to better access to justice and a more responsive legal system.

F. What alternatives has the court identified if the request is not approved, and why is holding funding in the TCTF the preferred alternative?

If the court's request for technology upgrade of the Vision CMS is not approved, the identified alternative approach would involve maintaining manual processes to support new projects. This means that instead of leveraging advanced

technological solutions, the court would continue to rely on traditional, labor-intensive methods for managing and processing legal tasks.

Holding funding in the TCTF is the preferred alternative for two reasons. First, the court's finances have been closely balanced since FY 2013-14. The court does not have an ongoing surplus and expects a modest operating deficit this fiscal year. It is important for the court to be able to set aside funds for this high priority project that is expected to cost millions of dollars in the next few years. Since the court has a 3% reserve limit, holding the funds in the TCTF is its best option. Second, the Vision Modernization project is high-profile, high stakes, complex, and expensive. The court needs to carefully select the best vendor for this contract. It was not ready to award a contract at the end of FY 2022-23, so holding the funds in the TCTF until the court selects a vendor is the preferred alternative.

SECTION IV: FINANCIAL INFORMATION

Please provide the following *(table template provided for each)*:

A. Three-year history of year-end fund balances, revenues, and expenditures

See attachment. Section IV.A.

B. Current detailed budget projections for the fiscal years the trial court would either be contributing to or receiving distributions from the TCTF fund balance held on the court's behalf

See attachment. Section IV.B.

C. Identification of all costs, by category and amount, needed to fully implement the project

See attachment. Section IV.C.

D. A specific funding and expenditure schedule identifying the amounts to be contributed and expended, by fiscal year

See attachment. Section IV.D.

Prior three-year history of year-end fund balances, revenues, and expenditures

FY 2022-23	FUNDS							
Description	**General**	**Special Revenue Non-Grant**	**Special Revenue Grant**	**Capital Projects**	**Debt Service**	**Proprietary**	**Fiduciary**	**TOTAL**
Beginning Balance	**5,629,064**	**2,925,998**						**8,555,062**
Revenues	228,251,939	21,433,876	4,455,485					**254,141,300**
Expenditures	213,520,555	21,063,189	4,675,340					**239,259,084**
Operating Transfers In (Out)	(739,316)	519,461	219,855					**-**
Ending Fund Balance	**19,621,132**	**3,816,146**	**-**	**-**	**-**	**-**	**-**	**23,437,278**

FY 2021-22	FUNDS							
Description	**General**	**Special Revenue Non-Grant**	**Special Revenue Grant**	**Capital Projects**	**Debt Service**	**Proprietary**	**Fiduciary**	**TOTAL**
Beginning Balance	**1,910,928**	**1,926,363**	**-**					**3,837,291**
Revenues	197,145,139	17,935,290	3,302,317					**218,382,746**
Expenditures	193,065,369	17,178,972	3,420,635					**213,664,976**
Operating Transfers In (Out)	(361,634)	243,317	118,317					**-**
Ending Fund Balance	**5,629,064**	**2,925,998**	**(1)**	**-**	**-**	**-**	**-**	**8,555,061**

FY 2020-21	FUNDS							
Description	**General**	**Special Revenue Non-Grant**	**Special Revenue Grant**	**Capital Projects**	**Debt Service**	**Proprietary**	**Fiduciary**	**TOTAL**
Beginning Balance	**4,069,212**	**4,644,334**	**-**					**8,713,546**
Revenues	177,064,973	18,411,774	3,518,160					**198,994,907**
Expenditures	179,113,999	21,130,880	3,626,283					**203,871,162**
Operating Transfers In (Out)	(109,258)	1,135	108,123					**-**
Ending Fund Balance	**1,910,928**	**1,926,363**	**-**	**-**	**-**	**-**	**-**	**3,837,291**

Current detailed budget projections for the fiscal years the trial court would either be contributing to or receiving distributions from the TCTF fund balance held on the court's behalf

	FY 2023-24								FY 2024-25								Select Fiscal Year							
	FUNDS								FUNDS								FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES																								
State Financing Sources	192,260,000							192,260,000	237,488,604							237,488,604								-
Grants			4,455,485					4,455,485			4,455,485					4,455,485								-
Other Financing Sources	40,909,639	21,433,876						62,343,515		21,433,876						21,433,876								-
TOTAL REVENUES	**233,169,639**	**21,433,876**	**4,455,485**	-	-	-	-	**259,059,000**	**237,488,604**	**21,433,876**	**4,455,485**	-	-	-	-	**263,377,965**	-	-	-	-	-	-	-	-
EXPENDITURES																								
Salaries	**111,922,050**	**21,433,876**	**4,455,485**					**137,811,411**	**114,720,101**	**21,433,876**	**4,455,485**					**140,609,462**								-
Staff Benefits	**76,004,610**							**76,004,610**	**78,109,725**							**78,109,725**								-
General Expense	**2,447,206**							**2,447,206**	**2,447,206**							**2,447,206**								-
Printing	**347,606**							**347,606**	**347,606**							**347,606**								-
Telecommunications	**1,145,683**							**1,145,683**	**1,145,683**							**1,145,683**								-
Postage	**1,030,800**							**1,030,800**	**1,030,800**							**1,030,800**								-
Insurance	**203,750**							**203,750**	**203,750**							**203,750**								-
Travel in State	**192,976**							**192,976**	**192,976**							**192,976**								-
Travel out of State	**17,000**							**17,000**	**17,000**							**17,000**								-
Training	**582,870**							**582,870**	**582,870**							**582,870**								-
Security	**80,105**							**80,105**	**80,105**							**80,105**								-
Facilities Operations	**3,941,155**							**3,941,155**	**3,941,155**							**3,941,155**								-
Utilities																								-
Contracted Services	**3,805,992**							**3,805,992**	**6,386,591**							**6,386,591**								-
Consulting and Professional Services - Interdepartmental	**1,045,152**							**1,045,152**	**1,045,152**							**1,045,152**								-
Information Technology (IT)	**9,381,408**							**9,381,408**	**10,115,149**							**10,115,149**								-
Major Equipment																								-
Other Items of Expense	**18,211,570**							**18,211,570**	**18,241,570**							**18,241,570**								-
Junior Costs	**803,000**							**803,000**	**803,000**							**803,000**								-
Other	**969,949**							**969,949**	**969,949**							**969,949**								-
Debt Service								-								-								-
Joint Construction								-								-								-
Distributed Administration & Allocation								-								-								-
Prior Year Expense Adjustment								-								-								-
TOTAL EXPENDITURES	**234,178,934**	**21,433,876**	**4,455,485**	-	-	-	-	**260,068,295**	**240,430,841**	**21,433,876**	**4,455,485**	-	-	-	-	**266,320,202**	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-								-								-
Fund Balance (Deficit)																								
Beginning Balance (Deficit)	**22,427,278**							**22,427,278**	**22,427,983**	-	-	-	-	-	-	**22,427,983**	**19,485,747**	-	-	-	-	-	-	**19,485,747**
Ending Balance (Deficit)	**22,427,983**	-	-	-	-	-	-	**22,427,983**	**19,485,747**	-	-	-	-	-	-	**19,485,747**	**19,485,747**	-	-	-	-	-	-	**19,485,747**

	Select Fiscal Year								Select Fiscal Year								Select Fiscal Year							
	FUNDS								FUNDS								FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES																								
State Financing Sources								-								-								-
Grants								-								-								-
Other Financing Sources								-								-								-
TOTAL REVENUES	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
EXPENDITURES																								
Salaries								-								-								-
Staff Benefits								-								-								-
General Expense								-								-								-
Printing								-								-								-
Telecommunications								-								-								-
Postage								-								-								-
Insurance								-								-								-
Travel in State								-								-								-
Travel out of State								-								-								-
Training								-								-								-
Security								-								-								-
Facilities Operations								-								-								-
Utilities								-								-								-
Contracted Services								-								-								-
Consulting and Professional Services - Interdepartmental								-								-								-
Information Technology (IT)								-								-								-
Major Equipment								-								-								-
Other Items of Expense								-								-								-
Junior Costs								-								-								-
Other								-								-								-
Debt Service								-								-								-
Joint Construction								-								-								-
Distributed Administration & Allocation								-								-								-
Prior Year Expense Adjustment								-								-								-
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-								-								-
Fund Balance (Deficit)																								
Beginning Balance (Deficit)	-	-	-	-	-	-	-	**19,485,747**	**19,485,747**	-	-	-	-	-	-	**19,485,747**	**19,485,747**	-	-	-	-	-	-	**19,485,747**
Ending Balance (Deficit)	-	-	-	-	-	-	-	**19,485,747**	**19,485,747**	-	-	-	-	-	-	**19,485,747**	**19,485,747**	-	-	-	-	-	-	**19,485,747**

	Select Fiscal Year								Select Fiscal Year								Select Fiscal Year							
	FUNDS								FUNDS								FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES																								
State Financing Sources								-								-								-
Grants								-								-								-
Other Financing Sources								-								-								-
TOTAL REVENUES	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
EXPENDITURES																								
Salaries								-								-								-
Staff Benefits								-								-								-
General Expense								-								-								-
Printing								-								-								-
Telecommunications								-								-								-
Postage								-								-								-
Insurance								-								-								-
Travel in State								-								-								-
Travel out of State								-								-								-
Training								-								-								-
Security								-								-								-
Facilities Operations								-								-								-
Utilities								-								-								-
Contracted Services								-								-								-
Consulting and Professional Services - Interdepartmental								-								-								-
Information Technology (IT)								-								-								-
Major Equipment								-								-								-
Other Items of Expense								-								-								-
Junior Costs								-								-								-
Other								-								-								-
Debt Service								-								-								-
Joint Construction								-								-								-
Distributed Administration & Allocation								-								-								-
Prior Year Expense Adjustment								-								-								-
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-								-								-
Fund Balance (Deficit)																								
Beginning Balance (Deficit)	-	-	-	-	-	-	-	**19,485,747**	**19,485,747**	-	-	-	-	-	-	**19,485,747**	**19,485,747**	-	-	-	-	-	-	**19,485,747**
Ending Balance (Deficit)	-	-	-	-	-	-	-	**19,485,747**	**19,485,747**	-	-	-	-	-	-	**19,485,747**	**19,485,747**	-	-	-	-	-	-	**19,485,747**

Identification of all costs, by category and amount, needed to fully implement the project

Expenses Category		Amount
GL Account	**Description**	
900000	Salaries	
910000	Staff Benefits	
920001	General Expense	
924000	Printing	
925000	Telecommunications	
926000	Postage	
928000	Insurance	
929000	Travel in State	
931000	Travel Out of State	
933000	Training	
934000	Security	
935000	Facilities Operations	
936000	Utilities	
938000	Contracted Services	
940000	Consulting and Professional Services - County Provided	
943000	Information Technology (IT)	755,000
945000	Major Equipment	
950000	Other Items of Expense	
972000	Other	
973000	Debt Service	
983000	Court Construction	
990000	Distributed Administration & Allocation	
Total		**755,000**

A specific funding and expenditure schedule identifying the amounts related to the proposal to be contributed and expended, by fiscal year

Description	FY 2023-24	FY 2024-25	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Total
Contribution	295,224								**295,224**
Expenditures	755,000								**755,000**
Cumulative Balance	**(459,776)**	**(459,776)**	**(459,776)**	**(459,776)**	**(459,776)**	**(459,776)**	**(459,776)**	**(459,776)**	**(459,776)**

APPLICATION FOR TCTF FUNDS HELD ON BEHALF OF THE COURT

Please check the type of request:

☒ **NEW REQUEST** *(Complete Section I, III, and IV only.)*

☐ **AMENDED REQUEST** *(Complete Sections I through IV.)*

SECTION I: GENERAL INFORMATION

SUPERIOR COURT: Orange	**PERSON AUTHORIZING REQUEST** *(Presiding Judge or Court Executive Officer)*: **David Yamasaki, Court Executive Officer**	
	CONTACT PERSON AND CONTACT INFO: **Katrina Coreces,** kcoreces@occourts.org**, 310-210-8571**	
DATE OF SUBMISSION: 8/4/2023	**TIME PERIOD COVERED BY THE REQUEST, INCLUDING CONTRIBUTION AND EXPENDITURE: JUL 2023-JUN 2025**	**REQUESTED AMOUNT: $316,000**

REASON FOR REQUEST *(Please briefly summarize the purpose for this request, including a brief description of the project/proposal. Use attachments if additional space is needed.)*:

The court requests to hold $316,000 in the Trial Court Trust Fund to partially fund the Oracle Infrastructure Project (OCI). The goal of the project is to modernize the court's on-premise Oracle databases that support the Vision and Voyager case management systems and their related applications.

The current court database infrastructure is operating off of an older version that has limited functionalities and support from Oracle. This can expose our systems and applications to security vulnerabilities and potential failures/outages that are unsupported by Oracle. Thus, this project is a mission-critical project that is crucial to the court's operations.
The phases of the OCI project include:

a) an Infrastructure phase to establish tenancy and network connectivity for the new architecture,
b) a Discovery phase to create test databases and related services and an evaluation of the Golden Gate technology for replication. This phase may include a pilot setup to evaluate different database options and suitable configurations for our applications,
c) Migration, Test, and Application refactoring phase,
d) User Acceptance Testing, and
e) Final migration and cutover

The estimated cost of this project is $500,000 to $820,000 (if Oracle/SQL consulting services are required to augment staff). There will also be an ongoing cost that will range from $500,000 to $700,000. The court's finances have been closely balanced since FY 2013-14. The court does not have an ongoing surplus and expects a modest operating deficit this fiscal year. The court has been able to invest in technology mainly through Modernization Funds and savings generated by having a higher vacancy rate than the court would want. It is therefore important for the court to be able to set aside funds for this high priority project.

SECTION II: AMENDED REQUEST CHANGES

A. Identify sections and answers amended.

Not applicable

B. Provide a summary of the changes to the request.

Not applicable

SECTION III: TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE

A. Explain why the request does not fit within the court's annual operational budget process and the three-year encumbrance term.

The court's finances have been closely balanced since FY 2013-14, mainly through salary savings and the use reserves. The court does not have an ongoing surplus and expects a modest operating deficit in FY 2023-24. This project is expected to cost $500,000 to as much as $820,000. Due to the 3% reserve limit (which amounts to about $7.4 million, or 10 days of payroll), as well as new costs that the court is absorbing this fiscal year, such as the full year costs of last year's 6% negotiated salary increase in addition to this year's 3%; the Vision CMS Modernization project; the Grand Central project, and Oracle Database and WebLogic licenses, which the Judicial Council formerly covered and is now the responsibility of the court, the court is not in a financial situation that would support a new $820,000 expenditure in one year.

The court was not ready to award a contract in FY 2022-23, so this request did not fit in the three-year encumbrance term.

B. How will the request enhance the efficiency and/or effectiveness of court operations, and/or increase the availability of court services and programs?

Having a more modern infrastructure offers some of the following advantages to the court:

a) Accessibility - with cloud-based apps and data accessible from virtually any internet-connected device
b) A better Disaster Recovery plan to quickly restore services for emergency scenarios that are beyond the court's control (i.e., natural disasters, power outages, unplanned downtime, etc.).
c) Scalability - the ability to virtually scale our equipment/resources up or down to support the organization's fluctuating workloads
d) Security - 24/7 security monitoring beyond the court's resources and the latest security tools, encryption, and API keys help to keep data secure of unauthorized users.

C. If a cost efficiency, please provide cost comparison (table template provided).

Not applicable

D. Describe the consequences to the court's operations if the court request is not approved.

If the request is not approved, the project timeline could be delayed which will likely impact the cost of the operations by increasing both internal & external resource costs. Court applications and data could be more vulnerable to security breaches by not upgrading to the enhanced technology and any unplanned disaster/outage could impact court operations for a longer period of time.

E. Describe the consequences to the public and access to justice if the court request is not approved.

In the event of an emergency (i.e., fires, flooding, other disasters, unplanned outages, security breaches) the court's applications and data could be inaccessible to the public for an unknown amount of time depending on the severity of the issue.

F. What alternatives has the court identified if the request is not approved, and why is holding funding in the TCTF the preferred alternative?

The court could continue to use the current database solution, but with an increased vulnerability and risks as mentioned above in addition to potential unknown cost increases.

Holding funding in the TCTF is the preferred alternative for two reasons. First, the court's finances have been closely balanced since FY 2013-14. The court does not have an ongoing surplus and expects a modest operating deficit this fiscal year. It is important for the court to be able to set aside funds for this high priority project. Since the court has a 3% reserve limit, holding the funds in the TCTF is its best option. Second, the court was not ready to award a contract at the end of FY 2022-23, so holding the funds in the TCTF until the court selects a vendor is the preferred alternative.

SECTION IV: FINANCIAL INFORMATION

Please provide the following *(table template provided for each)*:

A. Three-year history of year-end fund balances, revenues, and expenditures

See attachment. Section IV.A.

B. Current detailed budget projections for the fiscal years the trial court would either be contributing to or receiving distributions from the TCTF fund balance held on the court's behalf

See attachment. Section IV.B.

C. Identification of all costs, by category and amount, needed to fully implement the project

See attachment. Section IV.C.

D. A specific funding and expenditure schedule identifying the amounts to be contributed and expended, by fiscal year

See attachment. Section IV.D.

Prior three-year history of year-end fund balances, revenues, and expenditures

FY 2022-23	FUNDS							
Description	**General**	**Special Revenue Non-Grant**	**Special Revenue Grant**	**Capital Projects**	**Debt Service**	**Proprietary**	**Fiduciary**	**TOTAL**
Beginning Balance	**5,629,064**	**2,925,998**						**8,555,062**
Revenues	228,251,939	21,433,876	4,455,485					**254,141,300**
Expenditures	213,520,555	21,063,189	4,675,340					**239,259,084**
Operating Transfers In (Out)	(739,316)	519,461	219,855					**-**
Ending Fund Balance	**19,621,132**	**3,816,146**	**-**	**-**	**-**	**-**	**-**	**23,437,278**

FY 2021-22	FUNDS							
Description	**General**	**Special Revenue Non-Grant**	**Special Revenue Grant**	**Capital Projects**	**Debt Service**	**Proprietary**	**Fiduciary**	**TOTAL**
Beginning Balance	**1,910,928**	**1,926,363**	**-**					**3,837,291**
Revenues	197,145,139	17,935,290	3,302,317					**218,382,746**
Expenditures	193,065,369	17,178,972	3,420,635					**213,664,976**
Operating Transfers In (Out)	(361,634)	243,317	118,317					**-**
Ending Fund Balance	**5,629,064**	**2,925,998**	**(1)**	**-**	**-**	**-**	**-**	**8,555,061**

FY 2020-21	FUNDS							
Description	**General**	**Special Revenue Non-Grant**	**Special Revenue Grant**	**Capital Projects**	**Debt Service**	**Proprietary**	**Fiduciary**	**TOTAL**
Beginning Balance	**4,069,212**	**4,644,334**	**-**					**8,713,546**
Revenues	177,064,973	18,411,774	3,518,160					**198,994,907**
Expenditures	179,113,999	21,130,880	3,626,283					**203,871,162**
Operating Transfers In (Out)	(109,258)	1,135	108,123					**-**
Ending Fund Balance	**1,910,928**	**1,926,363**	**-**	**-**	**-**	**-**	**-**	**3,837,291**

Current detailed budget projections for the fiscal years the trial court would either be contributing to or receiving distributions from the TCTF fund balance held on the court's behalf

	FY 2023-24								FY 2024-25								Select Fiscal Year							
	FUNDS								FUNDS								FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES																								
State Financing Sources	192,260,000							192,260,000	237,488,604							237,488,604								-
Grants			4,455,485					4,455,485			4,455,485					4,455,485								-
Other Financing Sources	40,909,639	21,433,876						62,343,515		21,433,876						21,433,876								-
TOTAL REVENUES	**233,169,639**	**21,433,876**	**4,455,485**	-	-	-	-	**259,059,000**	**237,488,604**	**21,433,876**	**4,455,485**	-	-	-	-	**263,377,965**	-	-	-	-	-	-	-	-
EXPENDITURES																								
Salaries	**111,922,050**	**21,433,876**	**4,455,485**					**137,811,411**	**114,720,101**	**21,433,876**	**4,455,485**					**140,609,462**								-
Staff Benefits	**76,004,610**							**76,004,610**	**78,109,725**							**78,109,725**								-
General Expense	**2,447,206**							**2,447,206**	**2,447,206**							**2,447,206**								-
Printing	**347,606**							**347,606**	**347,606**							**347,606**								-
Telecommunications	**1,145,683**							**1,145,683**	**1,145,683**							**1,145,683**								-
Postage	**1,030,800**							**1,030,800**	**1,030,800**							**1,030,800**								-
Insurance	**203,750**							**203,750**	**203,750**							**203,750**								-
Travel in State	**192,976**							**192,976**	**192,976**							**192,976**								-
Travel out of State	**17,000**							**17,000**	**17,000**							**17,000**								-
Training	**582,870**							**582,870**	**582,870**							**582,870**								-
Security	**80,105**							**80,105**	**80,105**							**80,105**								-
Facilities Operations	**3,941,155**							**3,941,155**	**3,941,155**							**3,941,155**								-
Utilities																								-
Contracted Services	**3,805,992**							**3,805,992**	**6,386,591**							**6,386,591**								-
Consulting and Professional Services - Interdepartmental	**1,045,152**							**1,045,152**	**1,045,152**							**1,045,152**								-
Information Technology (IT)	**9,381,408**							**9,381,408**	**10,115,149**							**10,115,149**								-
Major Equipment																								-
Other Items of Expense	**18,211,570**							**18,211,570**	**18,241,570**							**18,241,570**								-
Junior Costs	**803,000**							**803,000**	**803,000**							**803,000**								-
Other	**969,949**							**969,949**	**969,949**							**969,949**								-
Debt Service								-								-								-
Joint Construction								-								-								-
Distributed Administration & Allocation								-								-								-
Prior Year Expense Adjustment								-								-								-
TOTAL EXPENDITURES	**234,178,934**	**21,433,876**	**4,455,485**	-	-	-	-	**260,068,295**	**240,430,841**	**21,433,876**	**4,455,485**	-	-	-	-	**266,320,202**	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-								-								-
Fund Balance (Deficit)																								
Beginning Balance (Deficit)	**22,427,278**							**22,427,278**	**22,427,983**	-	-	-	-	-	-	**22,427,983**	**19,485,747**	-	-	-	-	-	-	**19,485,747**
Ending Balance (Deficit)	**22,427,983**	-	-	-	-	-	-	**22,427,983**	**19,485,747**	-	-	-	-	-	-	**19,485,747**	**19,485,747**	-	-	-	-	-	-	**19,485,747**

	Select Fiscal Year								Select Fiscal Year								Select Fiscal Year							
	FUNDS								FUNDS								FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES																								
State Financing Sources								-								-								-
Grants								-								-								-
Other Financing Sources								-								-								-
TOTAL REVENUES	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
EXPENDITURES																								
Salaries								-								-								-
Staff Benefits								-								-								-
General Expense								-								-								-
Printing								-								-								-
Telecommunications								-								-								-
Postage								-								-								-
Insurance								-								-								-
Travel in State								-								-								-
Travel out of State								-								-								-
Training								-								-								-
Security								-								-								-
Facilities Operations								-								-								-
Utilities								-								-								-
Contracted Services								-								-								-
Consulting and Professional Services - Interdepartmental								-								-								-
Information Technology (IT)								-								-								-
Major Equipment								-								-								-
Other Items of Expense								-								-								-
Junior Costs								-								-								-
Other								-								-								-
Debt Service								-								-								-
Joint Construction								-								-								-
Distributed Administration & Allocation								-								-								-
Prior Year Expense Adjustment								-								-								-
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-								-								-
Fund Balance (Deficit)																								
Beginning Balance (Deficit)	-	-	-	-	-	-	-	**19,485,747**	**19,485,747**	-	-	-	-	-	-	**19,485,747**	**19,485,747**	-	-	-	-	-	-	**19,485,747**
Ending Balance (Deficit)	-	-	-	-	-	-	-	**19,485,747**	**19,485,747**	-	-	-	-	-	-	**19,485,747**	**19,485,747**	-	-	-	-	-	-	**19,485,747**

	Select Fiscal Year								Select Fiscal Year								Select Fiscal Year							
	FUNDS								FUNDS								FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES																								
State Financing Sources								-								-								-
Grants								-								-								-
Other Financing Sources								-								-								-
TOTAL REVENUES	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
EXPENDITURES																								
Salaries								-								-								-
Staff Benefits								-								-								-
General Expense								-								-								-
Printing								-								-								-
Telecommunications								-								-								-
Postage								-								-								-
Insurance								-								-								-
Travel in State								-								-								-
Travel out of State								-								-								-
Training								-								-								-
Security								-								-								-
Facilities Operations								-								-								-
Utilities								-								-								-
Contracted Services								-								-								-
Consulting and Professional Services - Interdepartmental								-								-								-
Information Technology (IT)								-								-								-
Major Equipment								-								-								-
Other Items of Expense								-								-								-
Junior Costs								-								-								-
Other								-								-								-
Debt Service								-								-								-
Joint Construction								-								-								-
Distributed Administration & Allocation								-								-								-
Prior Year Expense Adjustment								-								-								-
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-								-								-
Fund Balance (Deficit)																								
Beginning Balance (Deficit)	-	-	-	-	-	-	-	**19,485,747**	**19,485,747**	-	-	-	-	-	-	**19,485,747**	**19,485,747**	-	-	-	-	-	-	**19,485,747**
Ending Balance (Deficit)	-	-	-	-	-	-	-	**19,485,747**	**19,485,747**	-	-	-	-	-	-	**19,485,747**	**19,485,747**	-	-	-	-	-	-	**19,485,747**

Identification of all costs, by category and amount, needed to fully implement the project

Expenses Category		Amount
GL Account	**Description**	
900000	Salaries	
910000	Staff Benefits	
920001	General Expense	
924000	Printing	
925000	Telecommunications	
926000	Postage	
928000	Insurance	
929000	Travel in State	
931000	Travel Out of State	
933000	Training	
934000	Security	
935000	Facilities Operations	
936000	Utilities	
938000	Contracted Services	
940000	Consulting and Professional Services - County Provided	
943000	Information Technology (IT)	820,000
945000	Major Equipment	
950000	Other Items of Expense	
972000	Other	
973000	Debt Service	
983000	Court Construction	
990000	Distributed Administration & Allocation	
Total		**820,000**

A specific funding and expenditure schedule identifying the amounts related to the proposal to be contributed and expended, by fiscal year

Description	FY 2023-24	FY 2024-25	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Total
Contribution	316,000								**316,000**
Expenditures	820,000								**820,000**
Cumulative Balance	**(504,000)**	**(504,000)**	**(504,000)**	**(504,000)**	**(504,000)**	**(504,000)**	**(504,000)**	**(504,000)**	**(504,000)**

APPLICATION FOR TCTF FUNDS HELD ON BEHALF OF THE COURT

Please check the type of request:

☒ **NEW REQUEST** *(Complete Section I, III, and IV only.)*

☐ **AMENDED REQUEST** *(Complete Sections I through IV.)*

SECTION I: GENERAL INFORMATION

SUPERIOR COURT: Orange	**PERSON AUTHORIZING REQUEST** *(Presiding Judge or Court Executive Officer)*: **David Yamasaki, Court Executive Officer**	
	CONTACT PERSON AND CONTACT INFO: **Katrina Coreces,** kcoreces@occourts.org**, 310-210-8571**	
DATE OF SUBMISSION: 8/4/2023	**TIME PERIOD COVERED BY THE REQUEST, INCLUDING CONTRIBUTION AND EXPENDITURE: JUL 2023-JUN 2025**	**REQUESTED AMOUNT: $632,000**

REASON FOR REQUEST *(Please briefly summarize the purpose for this request, including a brief description of the project/proposal. Use attachments if additional space is needed.)*:

The court requests to hold $632,000 in the Trial Court Trust Fund to partially fund the court's Grand Central project.

The purpose of this request is to fund the Grand Central project. Currently, the Superior Court of California, County of Orange (court) hosts over 40 different data exchanges across different platforms, using a diverse mix of older technologies, standards and protocols developed over a period of time. Although this approach has supported the court, it has created substantial technical challenges that have proven to be costly, time consuming, and inefficient. Some of those challenges are as follows:

- The point-to-point connections between systems are time consuming to build and become increasingly costly to manage
- As legislation and business process evolve, triggering data changes with the systems, managing changes to the data transfer processes become major projects onto themselves
- Some of the current data exchanges are built around daily or weekly batched exchange and lack the infrastructure support to enable real-time data exchange that is necessary going forward
- Maintaining, troubleshooting, and upgrading the various technologies requires specialized technical resources that are not always readily available and are becoming increasing difficult to hire, which in turn can cause compliance and security issues
- Creating new data exchanges takes considerable time and effort to design, develop, test, and implement

In order to resolve the technical challenges referenced above, the court has designed and developed the Grand Central application. The Grand Central application serves as a single intermediary for multiple data exchanges between the court and its partner agencies. Grand Central is a reusable and configurable application that enables multiple justice partners to exchange information with the various Case Management Systems (CMS) at the court.

In addition, the application is backward compatible with the existing court data exchanges to facilitate replacing the current systems over time with minimum or no changes to the partner systems. The application features alerts, auditing, logging, reporting, enables faster creation of additional data exchanges and makes maintenance easier while providing a common user interface for court staff. The application is built to be configurable and sharable with other courts interested in integrating it into their environments.

It should be noted that the Grand Central project is large in scale and consists of multiple phases to be supported over multiple years. The project phases and statuses are as follows:

- Phase 1 – Grand Central Public Defender Interface with Vision – Complete
- Phase 2 – Grand Central Interface with DOJ/SORNA (Sex Offender Registration & Notification Act) – In Process

- Phase 3 – Grand Central Interface with OCSD/Jail Management System – Pending
- Phase 4 – Grand Central Public Defender Interface with Odyssey Juvenile Cases – Pending
- Additional phases have yet to be determined

The court estimates that each remaining phase will cost $440,000. The court's finances have been closely balanced since FY 2013-14. The court does not have an ongoing surplus and expects a modest operating deficit this fiscal year. The court has been able to invest in technology mainly through Modernization Funds and savings generated by having a higher vacancy rate than the court would want. It is therefore important for the court to be able to set aside funds for this high priority project that is expected to cost millions of dollars in the next few years.

SECTION II: AMENDED REQUEST CHANGES

A. Identify sections and answers amended.

Not applicable

B. Provide a summary of the changes to the request.

Not applicable

SECTION III: TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE

A. Explain why the request does not fit within the court's annual operational budget process and the three-year encumbrance term.

The court's finances have been closely balanced since FY 2013-14, mainly through salary savings and the use reserves. The court does not have an ongoing surplus and expects a modest operating deficit in FY 2023-24. Just one phase of Grand Central is expected to cost $440,000. Only one phase has been completed so far and there are at least three more. Due to the 3% reserve limit (which amounts to about $7.4 million, or 10 days of payroll), as well as new costs that the court is absorbing this fiscal year, such as the full year costs of last year's 6% negotiated salary increase in addition to this year's 3%; Oracle Database and WebLogic licenses, which the Judicial Council formerly covered and is now the responsibility of the court; the Oracle Modernization project; and most significantly, Vision CMS Modernization, the court is not in a financial situation that would support a new $440,000 expenditure in one year, and $1,760,000 in the next four years.

The court was not ready to award a contract for the next phase of the project in FY 2022-23, so this request did not fit in the three-year encumbrance term.

B. How will the request enhance the efficiency and/or effectiveness of court operations, and/or increase the availability of court services and programs?

The key benefits and efficiencies associated to the Grand Central application are:

- Elimination of duplicate data entry for the court and justice partners
- Real-time data sharing among the court, justice partner agencies and approved entities
- Improved communication, accuracy of records, and reduction in delays caused by manual paper workflow and manual entries
- Reduction in the number of interfaces by maintaining a standardized data exchange instead of over 40 distinct data exchanges
- Setting the infrastructure and technology of the court to scale toward the future and reduce the number of breaks in connections and downtime
- Reduction in the need for specialized resources due to varying technologies
- Increase in court data integrity and security

C. If a cost efficiency, please provide cost comparison (table template provided).

Not applicable

D. Describe the consequences to the court's operations if the court request is not approved.

If this request is not approved, the court will continue to manually maintain their existing data exchanges. This method of maintenance is labor intensive, time consuming, and costly due to the outdated technologies. Manual processing also subjects the court and the associated justice partner to long delays, data errors, and potential security breaches.

E. Describe the consequences to the public and access to justice if the court request is not approved.

If this request is not approved, the public and their access to justice is potentially subject to lengthy delays and inaccurate data associated to manual processing and/or outdated technologies. Consequentially, unanticipated delays and inaccurate data could potentially impact time sensitive matters such as processing of jail paperwork, DOJ processing, and security issues relating to proper handling of confidential information.

F. What alternatives has the court identified if the request is not approved, and why is holding funding in the TCTF the preferred alternative?

The court will resort to supporting their existing data exchanges as they do today. This will entail higher costs, additional resources, and extended timelines associated with manual processing and maintaining outdated technologies.

Holding funding in the TCTF is the preferred alternative because the court's finances have been closely balanced since FY 2013-14. The court does not have an ongoing surplus and expects a modest operating deficit this fiscal year. It is important for the court to be able to set aside funds for this high priority project that is expected to cost millions of dollars in the next few years. Since the court has a 3% reserve limit, holding the funds in the TCTF is its best option.

SECTION IV: FINANCIAL INFORMATION

Please provide the following *(table template provided for each)*:

A. Three-year history of year-end fund balances, revenues, and expenditures

See attachment. Section IV.A.

B. Current detailed budget projections for the fiscal years the trial court would either be contributing to or receiving distributions from the TCTF fund balance held on the court's behalf

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C. Identification of all costs, by category and amount, needed to fully implement the project

See attachment. Section IV.C.

D. A specific funding and expenditure schedule identifying the amounts to be contributed and expended, by fiscal year

See attachment. Section IV.D.

Prior three-year history of year-end fund balances, revenues, and expenditures

FY 2022-23	FUNDS							
Description	**General**	**Special Revenue Non-Grant**	**Special Revenue Grant**	**Capital Projects**	**Debt Service**	**Proprietary**	**Fiduciary**	**TOTAL**
Beginning Balance	**5,629,064**	**2,925,998**						**8,555,062**
Revenues	228,251,939	21,433,876	4,455,485					**254,141,300**
Expenditures	213,520,555	21,063,189	4,675,340					**239,259,084**
Operating Transfers In (Out)	(739,316)	519,461	219,855					**-**
Ending Fund Balance	**19,621,132**	**3,816,146**	**-**	**-**	**-**	**-**	**-**	**23,437,278**

FY 2021-22	FUNDS							
Description	**General**	**Special Revenue Non-Grant**	**Special Revenue Grant**	**Capital Projects**	**Debt Service**	**Proprietary**	**Fiduciary**	**TOTAL**
Beginning Balance	**1,910,928**	**1,926,363**	**-**					**3,837,291**
Revenues	197,145,139	17,935,290	3,302,317					**218,382,746**
Expenditures	193,065,369	17,178,972	3,420,635					**213,664,976**
Operating Transfers In (Out)	(361,634)	243,317	118,317					**-**
Ending Fund Balance	**5,629,064**	**2,925,998**	**(1)**	**-**	**-**	**-**	**-**	**8,555,061**

FY 2020-21	FUNDS							
Description	**General**	**Special Revenue Non-Grant**	**Special Revenue Grant**	**Capital Projects**	**Debt Service**	**Proprietary**	**Fiduciary**	**TOTAL**
Beginning Balance	**4,069,212**	**4,644,334**	**-**					**8,713,546**
Revenues	177,064,973	18,411,774	3,518,160					**198,994,907**
Expenditures	179,113,999	21,130,880	3,626,283					**203,871,162**
Operating Transfers In (Out)	(109,258)	1,135	108,123					**-**
Ending Fund Balance	**1,910,928**	**1,926,363**	**-**	**-**	**-**	**-**	**-**	**3,837,291**

Current detailed budget projections for the fiscal years the trial court would either be contributing to or receiving distributions from the TCTF fund balance held on the court's behalf

	FY 2023-24								FY 2024-25								Select Fiscal Year							
	FUNDS								FUNDS								FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES																								
State Financing Sources	192,260,000							192,260,000	237,488,604							237,488,604								-
Grants			4,455,485					4,455,485			4,455,485					4,455,485								-
Other Financing Sources	40,909,639	21,433,876						62,343,515		21,433,876						21,433,876								-
TOTAL REVENUES	**233,169,639**	**21,433,876**	**4,455,485**	-	-	-	-	**259,059,000**	**237,488,604**	**21,433,876**	**4,455,485**	-	-	-	-	**263,377,965**	-	-	-	-	-	-	-	-
EXPENDITURES																								
Salaries	**111,922,050**	**21,433,876**	**4,455,485**					**137,811,411**	**114,720,101**	**21,433,876**	**4,455,485**					**140,609,462**								-
Staff Benefits	**76,004,610**							**76,004,610**	**78,109,725**							**78,109,725**								-
General Expense	**2,447,206**							**2,447,206**	**2,447,206**							**2,447,206**								-
Printing	**347,606**							**347,606**	**347,606**							**347,606**								-
Telecommunications	**1,145,683**							**1,145,683**	**1,145,683**							**1,145,683**								-
Postage	**1,030,800**							**1,030,800**	**1,030,800**							**1,030,800**								-
Insurance	**203,750**							**203,750**	**203,750**							**203,750**								-
Travel in State	**192,976**							**192,976**	**192,976**							**192,976**								-
Travel out of State	**17,000**							**17,000**	**17,000**							**17,000**								-
Training	**582,870**							**582,870**	**582,870**							**582,870**								-
Security	**80,105**							**80,105**	**80,105**							**80,105**								-
Facilities Operations	**3,941,155**							**3,941,155**	**3,941,155**							**3,941,155**								-
Utilities																								-
Contracted Services	**3,805,992**							**3,805,992**	**6,386,591**							**6,386,591**								-
Consulting and Professional Services - Interdepartmental	**1,045,152**							**1,045,152**	**1,045,152**							**1,045,152**								-
Information Technology (IT)	**9,381,408**							**9,381,408**	**10,115,149**							**10,115,149**								-
Major Equipment																								-
Other Items of Expense	**18,211,570**							**18,211,570**	**18,241,570**							**18,241,570**								-
Junior Costs	**803,000**							**803,000**	**803,000**							**803,000**								-
Other	**969,949**							**969,949**	**969,949**							**969,949**								-
Debt Service								-								-								-
Joint Construction								-								-								-
Distributed Administration & Allocation								-								-								-
Prior Year Expense Adjustment								-								-								-
TOTAL EXPENDITURES	**234,178,934**	**21,433,876**	**4,455,485**	-	-	-	-	**260,068,295**	**240,430,841**	**21,433,876**	**4,455,485**	-	-	-	-	**266,320,202**	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-								-								-
Fund Balance (Deficit)																								
Beginning Balance (Deficit)	**22,427,278**							**22,427,278**	**22,427,983**	-	-	-	-	-	-	**22,427,983**	**19,485,747**	-	-	-	-	-	-	**19,485,747**
Ending Balance (Deficit)	**22,427,983**	-	-	-	-	-	-	**22,427,983**	**19,485,747**	-	-	-	-	-	-	**19,485,747**	**19,485,747**	-	-	-	-	-	-	**19,485,747**

	Select Fiscal Year								Select Fiscal Year								Select Fiscal Year							
	FUNDS								FUNDS								FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES																								
State Financing Sources								-								-								-
Grants								-								-								-
Other Financing Sources								-								-								-
TOTAL REVENUES	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
EXPENDITURES																								
Salaries								-								-								-
Staff Benefits								-								-								-
General Expense								-								-								-
Printing								-								-								-
Telecommunications								-								-								-
Postage								-								-								-
Insurance								-								-								-
Travel in State								-								-								-
Travel out of State								-								-								-
Training								-								-								-
Security								-								-								-
Facilities Operations								-								-								-
Utilities								-								-								-
Contracted Services								-								-								-
Consulting and Professional Services - Interdepartmental								-								-								-
Information Technology (IT)								-								-								-
Major Equipment								-								-								-
Other Items of Expense								-								-								-
Junior Costs								-								-								-
Other								-								-								-
Debt Service								-								-								-
Joint Construction								-								-								-
Distributed Administration & Allocation								-								-								-
Prior Year Expense Adjustment								-								-								-
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-								-								-
Fund Balance (Deficit)																								
Beginning Balance (Deficit)	-	-	-	-	-	-	-	**19,485,747**	**19,485,747**	-	-	-	-	-	-	**19,485,747**	**19,485,747**	-	-	-	-	-	-	**19,485,747**
Ending Balance (Deficit)	-	-	-	-	-	-	-	**19,485,747**	**19,485,747**	-	-	-	-	-	-	**19,485,747**	**19,485,747**	-	-	-	-	-	-	**19,485,747**

	Select Fiscal Year								Select Fiscal Year								Select Fiscal Year							
	FUNDS								FUNDS								FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES																								
State Financing Sources								-								-								-
Grants								-								-								-
Other Financing Sources								-								-								-
TOTAL REVENUES	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
EXPENDITURES																								
Salaries								-								-								-
Staff Benefits								-								-								-
General Expense								-								-								-
Printing								-								-								-
Telecommunications								-								-								-
Postage								-								-								-
Insurance								-								-								-
Travel in State								-								-								-
Travel out of State								-								-								-
Training								-								-								-
Security								-								-								-
Facilities Operations								-								-								-
Utilities								-								-								-
Contracted Services								-								-								-
Consulting and Professional Services - Interdepartmental								-								-								-
Information Technology (IT)								-								-								-
Major Equipment								-								-								-
Other Items of Expense								-								-								-
Junior Costs								-								-								-
Other								-								-								-
Debt Service								-								-								-
Joint Construction								-								-								-
Distributed Administration & Allocation								-								-								-
Prior Year Expense Adjustment								-								-								-
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-								-								-
Fund Balance (Deficit)																								
Beginning Balance (Deficit)	-	-	-	-	-	-	-	**19,485,747**	**19,485,747**	-	-	-	-	-	-	**19,485,747**	**19,485,747**	-	-	-	-	-	-	**19,485,747**
Ending Balance (Deficit)	-	-	-	-	-	-	-	**19,485,747**	**19,485,747**	-	-	-	-	-	-	**19,485,747**	**19,485,747**	-	-	-	-	-	-	**19,485,747**

Identification of all costs, by category and amount, needed to fully implement the project

Expenses Category		Amount
GL Account	**Description**	
900000	Salaries	
910000	Staff Benefits	
920001	General Expense	
924000	Printing	
925000	Telecommunications	
926000	Postage	
928000	Insurance	
929000	Travel in State	
931000	Travel Out of State	
933000	Training	
934000	Security	
935000	Facilities Operations	
936000	Utilities	
938000	Contracted Services	
940000	Consulting and Professional Services - County Provided	
943000	Information Technology (IT)	1,760,000
945000	Major Equipment	
950000	Other Items of Expense	
972000	Other	
973000	Debt Service	
983000	Court Construction	
990000	Distributed Administration & Allocation	
Total		**1,760,000**

A specific funding and expenditure schedule identifying the amounts related to the proposal to be contributed and expended, by fiscal year

Description	FY 2023-24	FY 2024-25	FY 2024-25	FY 2024-25	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Total
Contribution	632,000								**632,000**
Expenditures	440,000	440,000	440,000	440,000					**1,760,000**
Cumulative Balance	**192,000**	**(248,000)**	**(688,000)**	**(1,128,000)**	**(1,128,000)**	**(1,128,000)**	**(1,128,000)**	**(1,128,000)**	**(1,128,000)**

APPLICATION FOR TCTF FUNDS HELD ON BEHALF OF THE COURT

Please check the type of request:

☒ **NEW REQUEST** *(Complete Section I, III, and IV only.)*

☐ **AMENDED REQUEST** *(Complete Sections I through IV.)*

SECTION I: GENERAL INFORMATION

SUPERIOR COURT: San Bernardino	**PERSON AUTHORIZING REQUEST** *(Presiding Judge or Court Executive Officer):* Anabel Z. Romero, CEO **CONTACT PERSON AND CONTACT INFO:** David Gonzales, Director of Facilities and Records Management DGonzales@sb-court.org (909) 708-8742 Kurt Feir, Supervising Budget Analyst KFeir@sb-court.org (909) 708-8787	
DATE OF SUBMISSION: 8/4/2023	**TIME PERIOD COVERED BY THE REQUEST, INCLUDING CONTRIBUTION AND EXPENDITURE:** FY 2023-24 – 2025-26	**REQUESTED AMOUNT:** $4,000,000

REASON FOR REQUEST *(Please briefly summarize the purpose for this request, including a brief description of the project/proposal. Use attachments if additional space is needed.)*:

The Judicial Council submitted a Budget Change Proposal (BCP) to secure one-time state funding of $1,289,989 to construct facility space related to six new judgeships funded through the 2022 Budget Act. Now that the specific space has been identified, the BCP funding secured is insufficient to cover all facilities costs associated courtroom buildout need. The Court identified the remodeling of the Annex building of the historic courthouse to accommodate the increase in courtrooms needed. The scope of work for this project includes renovations for six courtrooms on the 4th and 5th floors and support space on the 2nd floor. Included will be new finishes, repaired finishes, lighting and mechanical repairs, furniture, AV installation, and ADA upgrades. The estimated amount needed to fully fund the project is $4,800,000. The Court is submitting this TCTF Funds Held on Behalf request for $4,000,000 to cover the construction cost funding gap and any unforeseen project costs.

SECTION II: AMENDED REQUEST CHANGES

A. Identify sections and answers amended.

N/A

B. Provide a summary of the changes to the request.

N/A

SECTION III: TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE

A. Explain why the request does not fit within the court's annual operational budget process and the three-year encumbrance term.

Facility projects for state-owned buildings have typically been funded, in full, by the state. With there being a shortfall in funding for the project, the Court is presenting this FHOB request to address this urgent need in a timely fashion. San Bernardino is the most severely under-judged court in the State of California. It is critical that we have adequate space to house our judges as new judgeships are realized.

SECTION III (continued): TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE

B. How will the request enhance the efficiency and/or effectiveness of court operations, and/or increase the availability of court services and programs?

Upon completion of the project, the additional courtrooms and operational space will give the Court flexibility to accommodate incoming judges and hired personnel. This, in turn, benefits the public as this increases the bandwidth for justice to be accessed.

C. If a cost efficiency, please provide cost comparison (table template provided).

N/A

D. Describe the consequences to the court's operations if the court request is not approved.

If the courts Funds Held on Behalf request is not approved, Court operations are likely to be significantly impacted. Operational expansion in to the Annex building allows maximization of existing facility space for the planned new judgeships. There is not another economical option that JCC can fund. Also, the Court has one-time funds remaining from FY 2022-23 to support the Judicial Council's funding gap for this project. The Court may face future budget constraints as the state faces budget deficits and local support funding for Judicial Council construction projects in future years is unlikely to occur.

E. Describe the consequences to the public and access to justice if the court request is not approved.

Without the necessary infrastructure improvements needed for the judgeships, there will not be enough courtrooms and court operations space to support them. Ultimately, the denial of the funds held on behalf could undermine the judicial gains and potentially compromise access to justice for the public in a timely manner.

F. What alternatives has the court identified if the request is not approved, and why is holding funding in the TCTF the preferred alternative?

If the FHOB is not approved, the Court ask the JCC to fully fund the expansion and complete the project as would be normally expected under these circumstances.

SECTION IV: FINANCIAL INFORMATION

Please provide the following *(table template provided for each)*:

A. Three-year history of year-end fund balances, revenues, and expenditures

See attached workbook.

B. Current detailed budget projections for the fiscal years the trial court would either be contributing to or receiving distributions from the TCTF fund balance held on the court's behalf

See attached workbook.

C. Identification of all costs, by category and amount, needed to fully implement the project

See attached workbook.

APPLICATION FOR TCTF FUNDS HELD ON BEHALF OF THE COURT (Continued)

D. A specific funding and expenditure schedule identifying the amounts to be contributed and expended, by fiscal year

See attached workbook. Please note that due to the unique circumstance of this project, the project duration is shown to run through FY 2025/26. Expenses, however, are only shown in FY 2023-24. SBSC will not be managing this project since the building worked on is a state-owned facility. As a result, expenses will not be directly incurred by the Court.

Prior three-year history of year-end fund balances, revenues, and expenditures

FY 2019-20	FUNDS							
Description	**General**	**Special Revenue Non-Grant**	**Special Revenue Grant**	**Capital Projects**	**Debt Service**	**Proprietary**	**Fiduciary**	**TOTAL**
Beginning Balance	**7,365,975**	**2,353,826**	-					**9,719,801**
Revenues	138,948,013	2,478,269	4,951,030					**146,377,312**
Expenditures	135,597,210	4,071,013	6,083,936					**145,752,159**
Operating Transfers In (Out)	190,304	(1,323,210)	1,132,906					-
Ending Fund Balance	**10,907,082**	**(562,128)**	-	-	-	-	-	**10,344,954**

FY 2020-21	FUNDS							
Description	**General**	**Special Revenue Non-Grant**	**Special Revenue Grant**	**Capital Projects**	**Debt Service**	**Proprietary**	**Fiduciary**	**TOTAL**
Beginning Balance	**9,284,779**	**1,060,175**	-					**10,344,954**
Revenues	133,788,092	2,924,257	4,736,041					**141,448,390**
Expenditures	137,171,328	3,629,583	6,178,491					**146,979,402**
Operating Transfers In (Out)	(1,668,615)	226,166	1,442,449					-
Ending Fund Balance	**4,232,928**	**581,015**	-	-	-	-	-	**4,813,943**

FY 2021-22	FUNDS							
Description	**General**	**Special Revenue Non-Grant**	**Special Revenue Grant**	**Capital Projects**	**Debt Service**	**Proprietary**	**Fiduciary**	**TOTAL**
Beginning Balance	**4,232,928**	**581,014**	-					**4,813,942**
Revenues	148,164,531	2,708,046	4,741,518					**155,614,095**
Expenditures	147,738,255	2,696,219	5,191,805					**155,626,279**
Operating Transfers In (Out)	(705,978)	255,691	450,287					-
Ending Fund Balance	**3,953,226**	**848,532**	-	-	-	-	-	**4,801,758**

Application for TCTF Funds Held on Behalf of the Court

Current detailed budget projections for the fiscal years the trial court would either be contributing to or receiving distributions from the TCTF fund balance held on the cc

	FY 2023-24	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources	178,824,647	8,161,325						186,985,972
Grants			5,323,745					5,323,745
Other Financing Sources	2,380,062	2,076,780						4,456,842
TOTAL REVENUES	181,204,709	10,238,105	5,323,745	-	-	-	-	196,766,559
EXPENDITURES								
Salaries	95,995,165	1,841,126	3,076,036					100,912,327
Staff Benefits	34,944,768	1,323,562	2,222,125					38,490,455
General Expense	10,411,044	259,267	120,143					10,790,454
Printing	318,679							318,679
Telecommunications	2,063,327	16,476	49,776					2,129,579
Postage	831,078		10,954					842,032
Insurance	87,500							87,500
Travel in State	575,233	16,588	6,530					598,350
Travel Out of State	27,010							27,010
Training	213,756		10,987					224,743
Security	2,110,088							2,110,088
Facilities Operations	13,902,412	25,000	2,077					13,929,489
Utilities								-
Contracted Services	26,103,436	1,046,000	371,942					27,521,378
Consulting and Professional Services - County Provided	159,120	2,753,069						2,912,189
Information Technology (IT)	8,473,053	2,210,822						10,683,875
Major Equipment	1,856,876							1,856,876
Other Items of Expense	109,096		94					109,191
Juror Costs	635,000							635,000
Other	750,000							750,000
Debt Service								-
Court Construction								-
Distributed Administration & Allocation	(1,158,122)	283,391						(874,731)
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	198,408,519	9,775,301	5,870,663	-	-	-	-	214,054,483
Operating Transfers In (Out)	(496,918)	(50,000)	546,918					-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	25,534,530	1,265,249	-					26,799,779
Ending Balance (Deficit)	7,833,802	1,678,053	-	-	-	-	-	9,511,855

Application for TCTF Funds Held on Behalf of the Court

Identification of all costs, by category and amount, needed to fully implement the project

Expenses Category		Amount
GL Account	Description	
900000	Salaries	
910000	Staff Benefits	
920001	General Expense	
924000	Printing	
925000	Telecommunications	
926000	Postage	
928000	Insurance	
929000	Travel in State	
931000	Travel Out of State	
933000	Training	
934000	Security	
935000	Facilities Operations	4,000,000
936000	Utilities	
938000	Contracted Services	
940000	Consulting and Professional Services - County Provided	
943000	Information Technology (IT)	
945000	Major Equipment	
950000	Other Items of Expense	
972000	Other	
973000	Debt Service	
983000	Court Construction	
990000	Distributed Administration & Allocation	
Total		**4,000,000**

A specific funding and expenditure schedule identifying the amounts related to the proposal to be contributed and expended, by fiscal year

Description	FY 2022-23	FY 2023-24	Select Fiscal Year	Select Fiscal Year	FY 2024-25	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Total
Contribution	4,000,000								4,000,000
Expenditures		4,000,000							4,000,000
Cumulative Balance	**4,000,000**	-	-	-	-	-	-	-	-

APPLICATION FOR TCTF FUNDS HELD ON BEHALF OF THE COURT

Please check the type of request:

☒ **NEW REQUEST** *(Complete Section I, III, and IV only.)*

☐ **AMENDED REQUEST** *(Complete Sections I through IV.)*

SECTION I: GENERAL INFORMATION

SUPERIOR COURT: **San Bernardino**	**PERSON AUTHORIZING REQUEST** *(Presiding Judge or Court Executive Officer)*: **Anabel Z. Romero, CEO**	
	CONTACT PERSON AND CONTACT INFO: **Morgan Baxter, Deputy Court Executive Officer of Operations** MBaxter@sb-court.org **(909) 521-3489** **Kristie Armistead, Deputy Director of Operations – Juvenile Courts** KArmistead@sb-court.org **(909) 269-8928** **Kurt Feir, Supervising Budget Analyst** KFeir@sb-court.org **(909) 708-8787**	
DATE OF SUBMISSION: 8/4/2023	**TIME PERIOD COVERED BY THE REQUEST, INCLUDING CONTRIBUTION AND EXPENDITURE: FY 2023-24 – 2025-26**	**REQUESTED AMOUNT:** **$2,337,861**

REASON FOR REQUEST *(Please briefly summarize the purpose for this request, including a brief description of the project/proposal. Use attachments if additional space is needed.)*:

The San Bernardino Superior Court Juvenile case management system is the last case type to transition from its existing legacy case management system (all other litigation types have transitioned to Odyssey). The Court is actively exploring a case management system that will support electronic storage of files, electronic statistical data submission, and interfaces with various justice partners. The new system will eliminate manual processes and allow the Juvenile Division to achieve a paperless environment. The vision and direction of San Bernardino Superior Court is for enhanced use of technology within the Juvenile division. Funding for this project allows San Bernardino Superior Court to move towards implementation of a successful product.

SECTION II: AMENDED REQUEST CHANGES

A. Identify sections and answers amended.

N/A

B. Provide a summary of the changes to the request.

N/A

SECTION III: TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE

A. Explain why the request does not fit within the court's annual operational budget process and the three-year encumbrance term.

In FY 2022-23, the Court had excess one-time funds available due to a higher than anticipated actual vacancy rate of 15%. These savings have materialized into one-time funds being available to fund one-time investment projects to shore up the Court's infrastructure needs. In this case, the request is to fund a new, high functioning Juvenile CMS. Because of uncertainties with future funding from the state for the Judicial Branch (and subsequently, the trial courts), the court's ongoing, operational funding would be negatively impacted if required to be used on this project.

SECTION III (continued): TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE

B. How will the request enhance the efficiency and/or effectiveness of court operations, and/or increase the availability of court services and programs?

By transitioning to a new CMS, the San Bernardino Superior Court will capture, manage, store, and preserve essential case documents. A new Juvenile court CMS will improve efficiency, reduce costs associated with record storage and retrieval, and improve customer service. Electronic record keeping will significantly improve the ability of the Court to efficiently process, review and analyze often voluminous court records; improving the quality of justice rendered to the public and court stakeholders.

C. If a cost efficiency, please provide cost comparison (table template provided).

N/A

D. Describe the consequences to the court's operations if the court request is not approved.

Continued use of the current CMS for the Court's Juvenile Division will prevent organizational goals related to modernization and automation from being achieved. Prioritizing these goals is paramount to providing access to justice for the community at-large.

E. Describe the consequences to the public and access to justice if the court request is not approved.

If the Court's request is not approved, operational inefficiencies observed with the current CMS will continue to create limitations in which the public is able to successfully access justice.

F. What alternatives has the court identified if the request is not approved, and why is holding funding in the TCTF the preferred alternative?

Holding the funding in the TCTF is preferred since it will, amongst many future economic uncertainties, ensure a project of this magnitude/importance can be successfully completed and implemented.

SECTION IV: FINANCIAL INFORMATION

Please provide the following *(table template provided for each)*:

A. Three-year history of year-end fund balances, revenues, and expenditures

See attached workbook.

B. Current detailed budget projections for the fiscal years the trial court would either be contributing to or receiving distributions from the TCTF fund balance held on the court's behalf

See attached workbook.

C. Identification of all costs, by category and amount, needed to fully implement the project

See attached workbook.

D. A specific funding and expenditure schedule identifying the amounts to be contributed and expended, by fiscal year

See attached workbook.

Prior three-year history of year-end fund balances, revenues, and expenditures

FY 2019-20	FUNDS							
Description	**General**	**Special Revenue Non-Grant**	**Special Revenue Grant**	**Capital Projects**	**Debt Service**	**Proprietary**	**Fiduciary**	**TOTAL**
Beginning Balance	**7,365,975**	**2,353,826**	-					**9,719,801**
Revenues	138,948,013	2,478,269	4,951,030					**146,377,312**
Expenditures	135,597,210	4,071,013	6,083,936					**145,752,159**
Operating Transfers In (Out)	190,304	(1,323,210)	1,132,906					-
Ending Fund Balance	**10,907,082**	**(562,128)**	-	-	-	-	-	**10,344,954**

FY 2020-21	FUNDS							
Description	**General**	**Special Revenue Non-Grant**	**Special Revenue Grant**	**Capital Projects**	**Debt Service**	**Proprietary**	**Fiduciary**	**TOTAL**
Beginning Balance	**9,284,779**	**1,060,175**	-					**10,344,954**
Revenues	133,788,092	2,924,257	4,736,041					**141,448,390**
Expenditures	137,171,328	3,629,583	6,178,491					**146,979,402**
Operating Transfers In (Out)	(1,668,615)	226,166	1,442,449					-
Ending Fund Balance	**4,232,928**	**581,015**	-	-	-	-	-	**4,813,943**

FY 2021-22	FUNDS							
Description	**General**	**Special Revenue Non-Grant**	**Special Revenue Grant**	**Capital Projects**	**Debt Service**	**Proprietary**	**Fiduciary**	**TOTAL**
Beginning Balance	**4,232,928**	**581,014**	-					**4,813,942**
Revenues	148,164,531	2,708,046	4,741,518					**155,614,095**
Expenditures	147,738,255	2,696,219	5,191,805					**155,626,279**
Operating Transfers In (Out)	(705,978)	255,691	450,287					-
Ending Fund Balance	**3,953,226**	**848,532**	-	-	-	-	-	**4,801,758**

Current detailed budget projections for the fiscal years the trial court would either be contributing to or receiving distributions from the TCTF fund balance held on the co

	FY 2023-24	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources	178,824,647	8,161,325						186,985,972
Grants			5,323,745					5,323,745
Other Financing Sources	2,380,062	2,076,780						4,456,842
TOTAL REVENUES	181,204,709	10,238,105	5,323,745	-	-	-	-	196,766,559
EXPENDITURES								
Salaries	95,995,165	1,841,126	3,076,036					100,912,327
Staff Benefits	34,944,768	1,323,562	2,222,125					38,490,455
General Expense	10,411,044	259,267	120,143					10,790,454
Printing	318,679							318,679
Telecommunications	2,063,327	16,476	49,776					2,129,579
Postage	831,078		10,954					842,032
Insurance	87,500							87,500
Travel in State	575,233	16,588	6,530					598,350
Travel Out of State	27,010							27,010
Training	213,756		10,987					224,743
Security	2,110,088							2,110,088
Facilities Operations	13,902,412	25,000	2,077					13,929,489
Utilities								-
Contracted Services	26,103,436	1,046,000	371,942					27,521,378
Consulting and Professional Services - County Provided	159,120	2,753,069						2,912,189
Information Technology (IT)	8,473,053	2,210,822						10,683,875
Major Equipment	1,856,876							1,856,876
Other Items of Expense	109,096		94					109,191
Juror Costs	635,000							635,000
Other	750,000							750,000
Debt Service								-
Court Construction								-
Distributed Administration & Allocation	(1,158,122)	283,391						(874,731)
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	198,408,519	9,775,301	5,870,663	-	-	-	-	214,054,483
Operating Transfers In (Out)	(496,918)	(50,000)	546,918					-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	25,534,530	1,265,249	-					26,799,779
Ending Balance (Deficit)	7,833,802	1,678,053	-	-	-	-	-	9,511,855

Current detailed budget projection on court's behalf

	FY 2024-25	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources	177,826,560	4,647,050						182,473,610
Grants			5,326,729					5,326,729
Other Financing Sources	3,249,294	2,000,778						5,250,072
TOTAL REVENUES	181,075,854	6,647,828	5,326,729	-	-	-	-	193,050,411
EXPENDITURES								
Salaries	98,816,942	1,900,137	3,352,547					104,069,626
Staff Benefits	36,036,175	1,364,955	2,291,618					39,692,748
General Expense	6,163,757	217,237	100,667					6,481,661
Printing	191,426							191,426
Telecommunications	1,239,409	9,897	29,900					1,279,206
Postage	499,216		6,580					505,796
Insurance	52,560							52,560
Travel in State	345,533	9,964	3,922					359,419
Travel Out of State	16,224							16,224
Training	128,400		6,599					134,999
Security	1,267,498							1,267,498
Facilities Operations	8,350,967	15,017	1,248					8,367,231
Utilities								-
Contracted Services	15,679,935	628,316	223,420					16,531,671
Consulting and Professional Services - County Provided	95,581	1,653,727						1,749,308
Information Technology (IT)	5,089,633	1,328,007						6,417,640
Major Equipment	1,115,397							1,115,397
Other Items of Expense	65,532		57					65,589
Juror Costs	381,435							381,435
Other	450,514							450,514
Debt Service								-
Court Construction								-
Distributed Administration & Allocation	(695,666)	170,228						(525,438)
Prior Year Expense Adjustment	1,691,843							1,691,843
TOTAL EXPENDITURES	176,982,309	7,297,485	6,016,558	-	-	-	-	190,296,352
Operating Transfers In (Out)	(689,829)		689,829					-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	7,833,802	1,678,053	-	-	-	-	-	9,511,855
Ending Balance (Deficit)	11,237,518	1,028,396	(0)	-	-	-	-	12,265,914

Current detailed budget projection:

	FY 2025-26		FUNDS					
Description	**General**	**Special Revenue Non-Grant**	**Special Revenue Grant**	**Capital Projects**	**Debt Service**	**Proprietary**	**Fiduciary**	**TOTAL**
REVENUES								
State Financing Sources	178,336,560	4,647,050						182,983,610
Grants			5,326,729					5,326,729
Other Financing Sources	2,748,294	1,627,747						4,376,041
TOTAL REVENUES	**181,084,854**	**6,274,797**	**5,326,729**	-	-	-	-	**192,686,380**
EXPENDITURES								
Salaries	103,757,789	1,995,144	3,520,175					109,273,108
Staff Benefits	37,837,984	1,433,202	2,406,199					41,677,385
General Expense	6,471,944	228,099	105,700					6,805,744
Printing	200,997							200,997
Telecommunications	1,301,380	10,392	31,395					1,343,166
Postage	524,177		6,909					531,086
Insurance	55,188							55,188
Travel in State	362,810	10,462	4,118					377,390
Travel Out of State	17,036							17,036
Training	134,820		6,929					141,749
Security	1,330,872							1,330,872
Facilities Operations	8,768,515	15,768	1,310					8,785,593
Utilities	-							-
Contracted Services	16,463,931	659,732	234,591					17,358,254
Consulting and Professional Services - County Provided	100,360	1,736,413						1,836,773
Information Technology (IT)	5,344,115	1,394,407						6,738,522
Major Equipment	1,171,167							1,171,167
Other Items of Expense	68,809		60					68,869
Juror Costs	400,507							400,507
Other	473,039							473,039
Debt Service								-
Court Construction								-
Distributed Administration & Allocation	(730,449)	178,740						(551,710)
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	**184,054,990**	**7,662,360**	**6,317,386**	-	-	-	-	**198,034,735**
Operating Transfers In (Out)	(990,657)		990,657					-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	**11,237,518**	**1,028,396**	**(0)**	-	-	-	-	**12,265,914**
Ending Balance (Deficit)	**7,276,726**	**(359,167)**	**0**	-	-	-	-	**6,917,560**

Application for TCTF Funds Held on Behalf of the Court

Identification of all costs, by category and amount, needed to fully implement the project

Expenses Category		Amount
GL Account	Description	
900000	Salaries	
910000	Staff Benefits	
920001	General Expense	
924000	Printing	
925000	Telecommunications	
926000	Postage	
928000	Insurance	
929000	Travel in State	
931000	Travel Out of State	
933000	Training	
934000	Security	
935000	Facilities Operations	
936000	Utilities	
938000	Contracted Services	
940000	Consulting and Professional Services - County Provided	
943000	Information Technology (IT)	
945000	Major Equipment	2,337,861
950000	Other Items of Expense	
972000	Other	
973000	Debt Service	
983000	Court Construction	
990000	Distributed Administration & Allocation	
Total		**2,337,861**

A specific funding and expenditure schedule identifying the amounts related to the proposal to be contributed and expended, by fiscal year

Description	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Total
Contribution	2,337,861								2,337,861
Expenditures		1,000,000	1,000,000	337,861					2,337,861
Cumulative Balance	**2,337,861**	**1,337,861**	**337,861**	-	-	-	-	-	-

APPLICATION FOR TCTF FUNDS HELD ON BEHALF OF THE COURT

Please check the type of request:

☒ **NEW REQUEST** *(Complete Section I, III, and IV only.)*

☐ **AMENDED REQUEST** *(Complete Sections I through IV.)*

SECTION I: GENERAL INFORMATION

SUPERIOR COURT: **San Bernardino**	**PERSON AUTHORIZING REQUEST** *(Presiding Judge or Court Executive Officer)*: **Anabel Z. Romero, CEO**	
	CONTACT PERSON AND CONTACT INFO: **Morgan Baxter, Deputy Court Executive Officer of Operations** MBaxter@sb-court.org **(909) 521-3489** **Daniel Melendrez, Information Technology Manager** DMelendrez@sb-court.org **(909) 269-8983** **Kurt Feir, Supervising Budget Analyst** KFeir@sb-court.org **(909) 708-8787**	
DATE OF SUBMISSION: **8/4/2023**	**TIME PERIOD COVERED BY THE REQUEST, INCLUDING CONTRIBUTION AND EXPENDITURE:** **FY 2023-24 – 2024-25**	**REQUESTED AMOUNT:** **$600,000**

REASON FOR REQUEST *(Please briefly summarize the purpose for this request, including a brief description of the project/proposal. Use attachments if additional space is needed.)*:

The San Bernardino Superior Court plans to pilot a limited expansion of its existing "For the Record" (FTR) service agreement to include "speech-to-text" real-time technologies. Adding this innovative functionality is in line with our strategic plan to continuously leverage technology to modernize our courtrooms. Pilot installations of this advance software will provide judicial officers with real-time record of recorded proceedings, where appropriate. Leveraging new technologies delivers on the Court's overall mission and responsibility to modernize its operations to better serve the community at-large. The cost of the pilot program will be based on the number of courtrooms and the duration of use during the day. The rate for full-day use is as follows:

Full-Day Use: $15,840 per courtroom, annually

For this initial expansion, the Court is requesting that $600,000 be held in the TCTF.

SECTION II: AMENDED REQUEST CHANGES

A. Identify sections and answers amended.

N/A

B. Provide a summary of the changes to the request.

N/A

SECTION III: TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE

A. Explain why the request does not fit within the court's annual operational budget process and the three-year encumbrance term.

This request was not originally anticipated as a technology priority, however, a demonstration at a court

technology conference illustrated the benefits this software enhancement would provide the court. Timing to procure services and work through the multitude of contractual and operations detail was not possible due to limited resources. Our court is historically under resourced and could not make this a budget priority, but salary savings as the result of unprecedented staffing shortages allowed us to reallocate funds for this very important need.

SECTION III (continued): TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE

B. How will the request enhance the efficiency and/or effectiveness of court operations, and/or increase the availability of court services and programs?

This request will provide judicial officers real-time access to text captured via electronic recording for proceeding types where electronic recording is appropriate.

C. If a cost efficiency, please provide cost comparison (table template provided).

N/A

D. Describe the consequences to the court's operations if the court request is not approved.

N/A

E. Describe the consequences to the public and access to justice if the court request is not approved.

Our court must continuously reassess opportunities for process improvement in alignment with our strategic plan. Installation of software such as this reinforces and validates our overarching mission to leverage technology where appropriate.

F. What alternatives has the court identified if the request is not approved, and why is holding funding in the TCTF the preferred alternative?

Because access to adequate funding is not guaranteed, holding the funding in the TCTF will ensure a project like this can be completed.

SECTION IV: FINANCIAL INFORMATION

Please provide the following *(table template provided for each)*:

A. Three-year history of year-end fund balances, revenues, and expenditures

See attached workbook.

B. Current detailed budget projections for the fiscal years the trial court would either be contributing to or receiving distributions from the TCTF fund balance held on the court's behalf

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C. Identification of all costs, by category and amount, needed to fully implement the project

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Revenues	138,948,013	2,478,269	4,951,030					**146,377,312**
Expenditures	135,597,210	4,071,013	6,083,936					**145,752,159**
Operating Transfers In (Out)	190,304	(1,323,210)	1,132,906					-
Ending Fund Balance	**10,907,082**	**(562,128)**	-	-	-	-	-	**10,344,954**

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Revenues	133,788,092	2,924,257	4,736,041					**141,448,390**
Expenditures	137,171,328	3,629,583	6,178,491					**146,979,402**
Operating Transfers In (Out)	(1,668,615)	226,166	1,442,449					-
Ending Fund Balance	**4,232,928**	**581,015**	-	-	-	-	-	**4,813,943**

FY 2021-22	FUNDS							
Description	**General**	**Special Revenue Non-Grant**	**Special Revenue Grant**	**Capital Projects**	**Debt Service**	**Proprietary**	**Fiduciary**	**TOTAL**
Beginning Balance	**4,232,928**	**581,014**	-					**4,813,942**
Revenues	148,164,531	2,708,046	4,741,518					**155,614,095**
Expenditures	147,738,255	2,696,219	5,191,805					**155,626,279**
Operating Transfers In (Out)	(705,978)	255,691	450,287					-
Ending Fund Balance	**3,953,226**	**848,532**	-	-	-	-	-	**4,801,758**

Current detailed budget projections for the fiscal years the trial court would either be contributing to or receiving distributions from the TCTF fund balance held on the co

	FY 2023-24		FUNDS					
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
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Grants			5,323,745					5,323,745
Other Financing Sources	2,380,062	2,076,780						4,456,842
TOTAL REVENUES	181,204,709	10,238,105	5,323,745	-	-	-	-	196,766,559
EXPENDITURES								
Salaries	95,995,165	1,841,126	3,076,036					100,912,327
Staff Benefits	34,944,768	1,323,562	2,222,125					38,490,455
General Expense	10,411,044	259,267	120,143					10,790,454
Printing	318,679							318,679
Telecommunications	2,063,327	16,476	49,776					2,129,579
Postage	831,078		10,954					842,032
Insurance	87,500							87,500
Travel in State	575,233	16,588	6,530					598,350
Travel Out of State	27,010							27,010
Training	213,756		10,987					224,743
Security	2,110,088							2,110,088
Facilities Operations	13,902,412	25,000	2,077					13,929,489
Utilities								-
Contracted Services	26,103,436	1,046,000	371,942					27,521,378
Consulting and Professional Services - County Provided	159,120	2,753,069						2,912,189
Information Technology (IT)	8,473,053	2,210,822						10,683,875
Major Equipment	1,856,876							1,856,876
Other Items of Expense	109,096		94					109,191
Juror Costs	635,000							635,000
Other	750,000							750,000
Debt Service								-
Court Construction								-
Distributed Administration & Allocation	(1,158,122)	283,391						(874,731)
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	198,408,519	9,775,301	5,870,663	-	-	-	-	214,054,483
Operating Transfers In (Out)	(496,918)	(50,000)	546,918					-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	25,534,530	1,265,249	-					26,799,779
Ending Balance (Deficit)	7,833,802	1,678,053	-	-	-	-	-	9,511,855

Current detailed budget projection›urt's behalf

	FY 2024-25		FUNDS					
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources	177,826,560	4,647,050						182,473,610
Grants			5,326,729					5,326,729
Other Financing Sources	3,249,294	2,000,778						5,250,072
TOTAL REVENUES	181,075,854	6,647,828	5,326,729	-	-	-	-	193,050,411
EXPENDITURES								
Salaries	98,816,942	1,900,137	3,352,547					104,069,626
Staff Benefits	36,036,175	1,364,955	2,291,618					39,692,748
General Expense	6,163,757	217,237	100,667					6,481,661
Printing	191,426							191,426
Telecommunications	1,239,409	9,897	29,900					1,279,206
Postage	499,216		6,580					505,796
Insurance	52,560							52,560
Travel in State	345,533	9,964	3,922					359,419
Travel Out of State	16,224							16,224
Training	128,400		6,599					134,999
Security	1,267,498							1,267,498
Facilities Operations	8,350,967	15,017	1,248					8,367,231
Utilities								-
Contracted Services	15,679,935	628,316	223,420					16,531,671
Consulting and Professional Services - County Provided	95,581	1,653,727						1,749,308
Information Technology (IT)	5,089,633	1,328,007						6,417,640
Major Equipment	1,115,397							1,115,397
Other Items of Expense	65,532		57					65,589
Juror Costs	381,435							381,435
Other	450,514							450,514
Debt Service								-
Court Construction								-
Distributed Administration & Allocation	(695,666)	170,228						(525,438)
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	175,290,466	7,297,485	6,016,558	-	-	-	-	188,604,509
Operating Transfers In (Out)	(689,829)		689,829					-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	7,833,802	1,678,053	-	-	-	-	-	9,511,855
Ending Balance (Deficit)	12,929,361	1,028,396	(0)	-	-	-	-	13,957,757

Identification of all costs, by category and amount, needed to fully implement the project

Expenses Category		Amount
GL Account	Description	
900000	Salaries	
910000	Staff Benefits	
920001	General Expense	600,000
924000	Printing	
925000	Telecommunications	
926000	Postage	
928000	Insurance	
929000	Travel in State	
931000	Travel Out of State	
933000	Training	
934000	Security	
935000	Facilities Operations	
936000	Utilities	
938000	Contracted Services	
940000	Consulting and Professional Services - County Provided	
943000	Information Technology (IT)	
945000	Major Equipment	
950000	Other Items of Expense	
972000	Other	
973000	Debt Service	
983000	Court Construction	
990000	Distributed Administration & Allocation	
Total		**600,000**

A specific funding and expenditure schedule identifying the amounts related to the proposal to be contributed and expended, by fiscal year

Description	FY 2022-23	FY 2023-24	FY 2024-25	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Total
Contribution	600,000								600,000
Expenditures		300,000	300,000						600,000
Cumulative Balance	**600,000**	**300,000**	-	-	-	-	-	-	-

APPLICATION FOR TCTF FUNDS HELD ON BEHALF OF THE COURT

Please check the type of request:

☒ **NEW REQUEST** *(Complete Section I, III, and IV only.)*

☐ **AMENDED REQUEST** *(Complete Sections I through IV.)*

SECTION I: GENERAL INFORMATION

SUPERIOR COURT: Click here to enter court **San Bernardino**	**PERSON AUTHORIZING REQUEST** *(Presiding Judge or Court Executive Officer):* **Anabel Z. Romero, CEO**	
	CONTACT PERSON AND CONTACT INFO: **David Gonzales, Director of Facilities and Records Management** DGonzales@sb-court.org **(909) 708-8742** **Daniel Melendrez, Information Technology Manager** DMelendrez@sb-court.org **(909) 269-8983** **Kurt Feir, Supervising Budget Analyst** KFeir@sb-court.org **(909) 708-8787**	
DATE OF SUBMISSION: **8/4/2023**	**TIME PERIOD COVERED BY THE REQUEST, INCLUDING CONTRIBUTION AND EXPENDITURE: FY 2023-24 – 2025-26**	**REQUESTED AMOUNT:** **$2,500,000**

REASON FOR REQUEST *(Please briefly summarize the purpose for this request, including a brief description of the project/proposal. Use attachments if additional space is needed.)*:

The San Bernardino Superior Court requests approval for this TCTF Funds Held on Behalf in the amount of $2,500,000 to improve our jury assembly and deliberation rooms. The Court's jury assembly rooms play a crucial role in ensuring a fair and efficient trial process by gathering potential jurors before they are selected for service. The current environment lacks the comfort and amenities necessary to provide jurors with an optimal experience during this critical phase. Similarly, the Court's jury deliberation rooms play an important role in the administration of justice. Ensuring the rooms are outfitted with modern audio/visual (AV) equipment eliminates potential issues during the trial process.

By investing in the enhancement of our jury assembly and jury deliberation rooms, the overall juror experience will improve. An improved juror experience means a more engaged and focused pool of potential jurors. With the reserved funds, a space that fosters a sense of relaxation and ease can be created, making the jurors feel respected and appreciated for their civic service. Jury assembly room improvements will include (but is not limited to) comfortable seating arrangements, new carpet, paint, signage, ergonomic counters and charging stations. Jury deliberation room upgrades will include newer displays and audio systems. By offering a more welcoming and better functioning working environment, a positive perception of the judicial system can be achieved. This inspires a stronger sense of civic responsibility amongst potential and serving jurors.

SECTION II: AMENDED REQUEST CHANGES

A. Identify sections and answers amended.

N/A

B. Provide a summary of the changes to the request.

N/A

SECTION III: TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE

A. Explain why the request does not fit within the court's annual operational budget process and the three-year encumbrance term.

SECTION III (continued): TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE

In FY 2022-23, the Court had excess one-time funds available due to a higher than anticipated actual vacancy rate of 15%. These savings have materialized into one-time funds being available to fund one-time investment projects to shore up the Court's infrastructure needs. In this case, the request is to fund improvements to the Court's jury assembly and deliberation rooms. Because of uncertainties with future funding from the state for the Judicial Branch (and subsequently, the trial courts), the court's ongoing, operational funding would be negatively impacted if required to be used on this project.

B. How will the request enhance the efficiency and/or effectiveness of court operations, and/or increase the availability of court services and programs?

By investing in this project, enhancements to the well-being of our jurors will be achieved. Additionally, the upgraded rooms will foster a sense of respect and appreciation for their crucial role in upholding justice within our community. Comfortable and pleasant jury assembly rooms will contribute to a more positive and productive jury selection process, ensuring that jurors can focus on their responsibilities without unnecessary distractions. In the improved deliberation rooms, jurors will be able to better understand and retain evidence that is presented. The possibility of implementing these enhancements will benefit both our jurors and the judicial process as a whole.

C. If a cost efficiency, please provide cost comparison (table template provided).

N/A

D. Describe the consequences to the court's operations if the court request is not approved.

Having comfortable and pleasant jury assembly rooms will contributes to a more positive and productive jury selection process, ensuring that jurors can focus on their responsibilities without unnecessary distractions. In the jury deliberation rooms, the use of antiquated equipment results in a higher likelihood of failure which prevents jurors from effectively fulfilling their role.

E. Describe the consequences to the public and access to justice if the court request is not approved.

If the Court's request is not approved, the ability of jurors to play their part in the justice system will be negatively impacted. A byproduct of this will be a diminished access to justice by the public.

F. What alternatives has the court identified if the request is not approved, and why is holding funding in the TCTF the preferred alternative?

Holding the funding in the TCTF is preferred since it will, amongst many future economic uncertainties, ensure a project of this magnitude/importance can be successfully completed and implemented.

SECTION IV: FINANCIAL INFORMATION

Please provide the following *(table template provided for each)*:

A. Three-year history of year-end fund balances, revenues, and expenditures

See attached workbook.

B. Current detailed budget projections for the fiscal years the trial court would either be contributing to or receiving distributions from the TCTF fund balance held on the court's behalf

See attached workbook.

APPLICATION FOR TCTF FUNDS HELD ON BEHALF OF THE COURT (Continued)

C. Identification of all costs, by category and amount, needed to fully implement the project

See attached workbook.

D. A specific funding and expenditure schedule identifying the amounts to be contributed and expended, by fiscal year

See attached workbook.

Prior three-year history of year-end fund balances, revenues, and expenditures

FY 2019-20	FUNDS							
Description	**General**	**Special Revenue Non-Grant**	**Special Revenue Grant**	**Capital Projects**	**Debt Service**	**Proprietary**	**Fiduciary**	**TOTAL**
Beginning Balance	**7,365,975**	**2,353,826**	-					**9,719,801**
Revenues	138,948,013	2,478,269	4,951,030					**146,377,312**
Expenditures	135,597,210	4,071,013	6,083,936					**145,752,159**
Operating Transfers In (Out)	190,304	(1,323,210)	1,132,906					-
Ending Fund Balance	**10,907,082**	**(562,128)**	-	-	-	-	-	**10,344,954**

FY 2020-21	FUNDS							
Description	**General**	**Special Revenue Non-Grant**	**Special Revenue Grant**	**Capital Projects**	**Debt Service**	**Proprietary**	**Fiduciary**	**TOTAL**
Beginning Balance	**9,284,779**	**1,060,175**	-					**10,344,954**
Revenues	133,788,092	2,924,257	4,736,041					**141,448,390**
Expenditures	137,171,328	3,629,583	6,178,491					**146,979,402**
Operating Transfers In (Out)	(1,668,615)	226,166	1,442,449					-
Ending Fund Balance	**4,232,928**	**581,015**	-	-	-	-	-	**4,813,943**

FY 2021-22	FUNDS							
Description	**General**	**Special Revenue Non-Grant**	**Special Revenue Grant**	**Capital Projects**	**Debt Service**	**Proprietary**	**Fiduciary**	**TOTAL**
Beginning Balance	**4,232,928**	**581,014**	-					**4,813,942**
Revenues	148,164,531	2,708,046	4,741,518					**155,614,095**
Expenditures	147,738,255	2,696,219	5,191,805					**155,626,279**
Operating Transfers In (Out)	(705,978)	255,691	450,287					-
Ending Fund Balance	**3,953,226**	**848,532**	-	-	-	-	-	**4,801,758**

Application for TCTF Funds Held on Behalf of the Court

Current detailed budget projections for the fiscal years the trial court would either be contributing to or receiving distributions from the TCTF fund balance held on the co

	FY 2023-24		FUNDS					
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources	178,824,647	8,161,325						186,985,972
Grants			5,323,745					5,323,745
Other Financing Sources	2,380,062	2,076,780						4,456,842
TOTAL REVENUES	181,204,709	10,238,105	5,323,745	-	-	-	-	196,766,559
EXPENDITURES								
Salaries	95,995,165	1,841,126	3,076,036					100,912,327
Staff Benefits	34,944,768	1,323,562	2,222,125					38,490,455
General Expense	10,411,044	259,267	120,143					10,790,454
Printing	318,679							318,679
Telecommunications	2,063,327	16,476	49,776					2,129,579
Postage	831,078		10,954					842,032
Insurance	87,500							87,500
Travel in State	575,233	16,588	6,530					598,350
Travel Out of State	27,010							27,010
Training	213,756		10,987					224,743
Security	2,110,088							2,110,088
Facilities Operations	13,902,412	25,000	2,077					13,929,489
Utilities								-
Contracted Services	26,103,436	1,046,000	371,942					27,521,378
Consulting and Professional Services - County Provided	159,120	2,753,069						2,912,189
Information Technology (IT)	8,473,053	2,210,822						10,683,875
Major Equipment	1,856,876							1,856,876
Other Items of Expense	109,096		94					109,191
Juror Costs	635,000							635,000
Other	750,000							750,000
Debt Service								-
Court Construction								-
Distributed Administration & Allocation	(1,158,122)	283,391						(874,731)
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	198,408,519	9,775,301	5,870,663	-	-	-	-	214,054,483
Operating Transfers In (Out)	(496,918)	(50,000)	546,918					-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	25,534,530	1,265,249	-					26,799,779
Ending Balance (Deficit)	7,833,802	1,678,053	-	-	-	-	-	9,511,855

Current detailed budget projection urt's behalf

	FY 2024-25		FUNDS					
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources	177,826,560	4,647,050						182,473,610
Grants			5,326,729					5,326,729
Other Financing Sources	3,249,294	2,000,778						5,250,072
TOTAL REVENUES	181,075,854	6,647,828	5,326,729	-	-	-	-	193,050,411
EXPENDITURES								
Salaries	98,816,942	1,900,137	3,352,547					104,069,626
Staff Benefits	36,036,175	1,364,955	2,291,618					39,692,748
General Expense	6,163,757	217,237	100,667					6,481,661
Printing	191,426							191,426
Telecommunications	1,239,409	9,897	29,900					1,279,206
Postage	499,216		6,580					505,796
Insurance	52,560							52,560
Travel in State	345,533	9,964	3,922					359,419
Travel Out of State	16,224							16,224
Training	128,400		6,599					134,999
Security	1,267,498							1,267,498
Facilities Operations	8,350,967	15,017	1,248					8,367,231
Utilities								-
Contracted Services	15,679,935	628,316	223,420					16,531,671
Consulting and Professional Services - County Provided	95,581	1,653,727						1,749,308
Information Technology (IT)	5,089,633	1,328,007						6,417,640
Major Equipment	1,115,397							1,115,397
Other Items of Expense	65,532		57					65,589
Juror Costs	381,435							381,435
Other	450,514							450,514
Debt Service								-
Court Construction								-
Distributed Administration & Allocation	(695,666)	170,228						(525,438)
Prior Year Expense Adjustment	1,691,843							1,691,843
TOTAL EXPENDITURES	176,982,309	7,297,485	6,016,558	-	-	-	-	190,296,352
Operating Transfers In (Out)	(689,829)		689,829					-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	7,833,802	1,678,053	-	-	-	-	-	9,511,855
Ending Balance (Deficit)	11,237,518	1,028,396	(0)	-	-	-	-	12,265,914

Current detailed budget projection:

	FY 2025-26	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources	178,336,560	4,647,050						182,983,610
Grants			5,326,729					5,326,729
Other Financing Sources	2,748,294	1,627,747						4,376,041
TOTAL REVENUES	181,084,854	6,274,797	5,326,729	-	-	-	-	192,686,380
EXPENDITURES								
Salaries	103,757,789	1,995,144	3,520,175					109,273,108
Staff Benefits	37,837,984	1,433,202	2,406,199					41,677,385
General Expense	6,471,944	228,099	105,700					6,805,744
Printing	200,997							200,997
Telecommunications	1,301,380	10,392	31,395					1,343,166
Postage	524,177		6,909					531,086
Insurance	55,188							55,188
Travel in State	362,810	10,462	4,118					377,390
Travel Out of State	17,036							17,036
Training	134,820		6,929					141,749
Security	1,330,872							1,330,872
Facilities Operations	8,768,515	15,768	1,310					8,785,593
Utilities	-							-
Contracted Services	16,463,931	659,732	234,591					17,358,254
Consulting and Professional Services - County Provided	100,360	1,736,413						1,836,773
Information Technology (IT)	5,344,115	1,394,407						6,738,522
Major Equipment	1,171,167							1,171,167
Other Items of Expense	68,809		60					68,869
Juror Costs	400,507							400,507
Other	473,039							473,039
Debt Service								-
Court Construction								-
Distributed Administration & Allocation	(730,449)	178,740						(551,710)
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	184,054,990	7,662,360	6,317,386	-	-	-	-	198,034,735
Operating Transfers In (Out)	(990,657)		990,657					-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	11,237,518	1,028,396	(0)	-	-	-	-	12,265,914
Ending Balance (Deficit)	7,276,726	(359,167)	0	-	-	-	-	6,917,560

Identification of all costs, by category and amount, needed to fully implement the project

Expenses Category		Amount
GL Account	Description	
900000	Salaries	
910000	Staff Benefits	
920001	General Expense	
924000	Printing	
925000	Telecommunications	
926000	Postage	
928000	Insurance	
929000	Travel in State	
931000	Travel Out of State	
933000	Training	
934000	Security	
935000	Facilities Operations	1,500,000
936000	Utilities	
938000	Contracted Services	
940000	Consulting and Professional Services - County Provided	
943000	Information Technology (IT)	1,000,000
945000	Major Equipment	
950000	Other Items of Expense	
972000	Other	
973000	Debt Service	
983000	Court Construction	
990000	Distributed Administration & Allocation	
Total		**2,500,000**

A specific funding and expenditure schedule identifying the amounts related to the proposal to be contributed and expended, by fiscal year

Description	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Total
Contribution	2,500,000								2,500,000
Expenditures		1,000,000	1,000,000	500,000					2,500,000
Cumulative Balance	**2,500,000**	**1,500,000**	**500,000**	-	-	-	-	-	-

APPLICATION FOR TCTF FUNDS HELD ON BEHALF OF THE COURT

Please check the type of request:

☒ **NEW REQUEST** *(Complete Section I, III, and IV only.)*

☐ **AMENDED REQUEST** *(Complete Sections I through IV.)*

SECTION I: GENERAL INFORMATION

SUPERIOR COURT: San Luis Obispo	**PERSON AUTHORIZING REQUEST** *(Presiding Judge or Court Executive Officer)*: Michael Powell, Court Executive Officer (CEO)	
	CONTACT PERSON AND CONTACT INFO: Geoff O'Quest, CFO, 805/706-3628, geoff.oquest@slo.courts.ca.gov	
DATE OF SUBMISSION: 8/4/2023	**TIME PERIOD COVERED BY THE REQUEST, INCLUDING CONTRIBUTION AND EXPENDITURE:** FY 2022-23 THROUGH FY 2023-24	**REQUESTED AMOUNT:** $385,944

REASON FOR REQUEST *(Please briefly summarize the purpose for this request, including a brief description of the project/proposal. Use attachments if additional space is needed.)*:

The San Luis Obispo Superior Court is requesting a total of $385,944 for three projects.

1. **Office Construction Project:** $130,000

   Through a Court-Funded Facilities Modification Request (CFR), the court will construct four staff offices. Currently the approved use for Project #1 states only that modular furniture will be purchased. The project is part of the Court's effort to renovate staff workspaces and will provide closed-door offices for a manager, two Directors, and the ACEO, where none currently exist. The Court currently does not have office space for these four positions that allows for confidential, closed-door conversations.

2. **Copier Refresh Project:** $70,591

   The court will purchase new copier/printers to replace it's 14 aging machines. The existing machines were purchased ten years ago and are experiencing increasing maintenance needs.

3. **Courtroom AV Technology Upgrade:** $185,353

   The court will use this funding to help upgrade its current ad hoc Zoom court technology in it courtrooms and make its hybrid online/in-person court capability permanent, reliable, and more seamless for court users both online and in person.

SECTION II: AMENDED REQUEST CHANGES

A. **Identify sections and answers amended.**

NA

B. **Provide a summary of the changes to the request.**

NA

SECTION III: TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE

A. Explain why the request does not fit within the court's annual operational budget process and the three-year encumbrance term.

The court is requesting that funds be held in excess of the 3% fund balance cap in FY 2022-23 totaling $385,944. This excess fund balance exists primarily as the result of a greater than typical number of staff vacancies due to difficulties in hiring and retaining staff brough on by the current labor market and resulting low unemployment.

The court requests the use of these funds to accomplish three important one-time projects. Due to the high dollar value of each of these projects and the uncertain nature of annual budgeting, these projects do not otherwise fit within the court's annual operating budget.

SECTION III (continued): TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE

B. How will the request enhance the efficiency and/or effectiveness of court operations, and/or increase the availability of court services and programs?

1. **Office Construction Project**: Construction of the four offices for management and executive staff will enable those positions to have confidential, closed-door conversations with staff whether in-person, by phone or on Zoom or Teams, improving communication and workflow.
2. **Copier Refresh Project**: This purchase will enable the court to install new copier/printers to replace it's 14 aging machines. The existing machines were purchased ten years ago and are experiencing increasing maintenance needs. The newer machines will be more efficient, take up less space, and will be less prone to breakdown and failure.
3. **Courtroom AV Technology Upgrade:** This project will help convert the court's ad hoc Zoom court technology in its courtrooms to a permanent, reliable, and more seamless system that will benefit court users both online and in person. The new system will save employee set up time and will require less reliance on IT staff, allowing court IT resources to focus on other value-added work. The current system relies on a large monitor and a laptop on a media cart in the middle of the floor, with exposed cables. The current system is not integrated with the court's other technology, including the sound system.

C. If a cost efficiency, please provide cost comparison (table template provided).

The request is not anticipated to result in significant cost savings.

D. Describe the consequences to the court's operations if the court request is not approved.

1. **Office Construction Project**: Without the construction of the four offices for management and executive staff, those positions will continue to be limited in their ability to have confidential conversations in the course of their daily responsibilities, which hinders communication and workflow.
2. **Copier Refresh Project**: Without the purchase of new copier/printers, the reliability and efficiency of the courts existing machines will continue to degrade until they ultimately fail. Operations staff will then go without a copier until the machine can be replaced.
3. **Courtroom AV Technology Upgrade:** Without upgraded technology in the courtroom, courtrooms will continue to get by using the same ad hoc Zoom court system created at the beginning of the COVID-19 pandemic in 2020. Courtroom staff will continue to rely heavily on daily IT support.

E. Describe the consequences to the public and access to justice if the court request is not approved.

1. **Office Construction Project**: Without this project, court staff will be less efficient and effective in serving court users. Recruitment and retention of court staff will continue to be impacted by the staff workspace environment in the main courthouse, which impacts the court's ability to provide access to justice.
2. **Copier Refresh Project**: Without this project, court staff will be less efficient and effective in serving court users. The court's existing copiers will become less and less effective and efficient and will ultimately fail.
3. **Courtroom AV Technology Upgrade**: Without this project the online and in-person court user experience will continue to be marked by routine delays and technical difficulties. The presence of a media cart and exposed cables in the courtroom will continue to present a potential trip hazard.

F. What alternatives has the court identified if the request is not approved, and why is holding funding in the TCTF the preferred alternative?

If the court's request is not approved, the court will attempt to fund the three projects out of unbudgeted savings in future years. This is less efficient as planning for the three proposed projects requires significant procurement lead time.

SECTION IV: FINANCIAL INFORMATION

Please provide the following *(table template provided for each)*:

A. Three-year history of year-end fund balances, revenues, and expenditures

See attached worksheet.

B. Current detailed budget projections for the fiscal years the trial court would either be contributing to or receiving distributions from the TCTF fund balance held on the court's behalf

See attached worksheet.

C. Identification of all costs, by category and amount, needed to fully implement the project

See attached worksheet.

D. A specific funding and expenditure schedule identifying the amounts to be contributed and expended, by fiscal year

See attached worksheet.

Prior three-year history of year-end fund balances, revenues, and expenditures

FY 2020-21	FUNDS							
Description	**General**	**Special Revenue Non-Grant**	**Special Revenue Grant**	**Capital Projects**	**Debt Service**	**Proprietary**	**Fiduciary**	**TOTAL**
Beginning Balance	**569,885**	**2,210,613**	**-**					**2,780,498**
Revenues	16,659,252	765,144	261,696					**17,686,091**
Expenditures	16,671,806	1,021,460	267,870					**17,961,135**
Operating Transfers In (Out)	(24,466)	18,292	6,174					**(0)**
Ending Fund Balance	**532,865**	**1,972,589**	**(0)**	**-**	**-**	**-**	**-**	**2,505,454**

FY 2021-22	FUNDS							
Description	**General**	**Special Revenue Non-Grant**	**Special Revenue Grant**	**Capital Projects**	**Debt Service**	**Proprietary**	**Fiduciary**	**TOTAL**
Beginning Balance	**532,865**	**1,972,589**	**(0)**					**2,505,454**
Revenues	19,516,014	989,089	274,718					**20,779,821**
Expenditures	18,907,890	848,374	274,718					**20,030,982**
Operating Transfers In (Out)	(11,844)	11,844	-					**-**
Ending Fund Balance	**1,129,146**	**2,125,147**	**-**	**-**	**-**	**-**	**-**	**3,254,293**

FY 2022-23	FUNDS							
Description	**General**	**Special Revenue Non-Grant**	**Special Revenue Grant**	**Capital Projects**	**Debt Service**	**Proprietary**	**Fiduciary**	**TOTAL**
Beginning Balance	**1,129,146**	**2,125,147**	**-**					**3,254,293**
Revenues	21,072,146	1,109,205	288,519					**22,469,870**
Expenditures	21,023,846	1,127,564	288,519					**22,439,930**
Operating Transfers In (Out)	(4,231)		-					**(4,231)**
Ending Fund Balance	**1,173,214**	**2,106,788**	**-**	**-**	**-**	**-**	**-**	**3,280,002**

Current detailed budget projections for the fiscal years the trial court would either be contributing to or receiving distributions from the TCTF fund balance held on the court's behalf

| | FY 2022-23 | | | FUNDS | | |

Identification of all costs, by category and amount, needed to fully implement the project

Expenses Category		Amount
GL Account	**Description**	
900000	Salaries	
910000	Staff Benefits	
920001	General Expense	70,591
922605	Modular Furniture (Minor Equipment)	
924000	Printing	
925000	Telecommunications	
926000	Postage	
928000	Insurance	
929000	Travel in State	
931000	Travel Out of State	
933000	Training	
934000	Security	
935000	Facilities Operations	130,000
936000	Utilities	
938000	Contracted Services	
940000	Consulting and Professional Services - County Provided	
943000	Information Technology (IT)	
945000	Major Equipment	
945205	Purchase of Court Vehicle	
945206	Modular Furniture (Major Equipment)	
945208	Equipment Systems	185,353
950000	Other Items of Expense	
972000	Other	
973000	Debt Service	
983000	Court Construction	
990000	Distributed Administration & Allocation	
Total		**385,944**

A specific funding and expenditure schedule identifying the amounts related to the proposal to be contributed and expended, by fiscal year

PROJECT #1 - Office Construction Project

Description	FY 2022-23	FY 2023-24	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Total
Contribution	130,000	-	-	-					**130,000**
Expenditures	-	130,000	-	-					**130,000**
Cumulative Balance	**130,000**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**

PROJECT #2 - Copier Refresh Project

Description	FY 2022-23	FY 2023-24	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Total
Contribution	70,591	-	-						**70,591**
Expenditures	-	70,591	-						**70,591**
Cumulative Balance	**70,591**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**

PROJECT #3 - Courtroom AV Technology Upgrade

Description	FY 2022-23	FY 2023-24	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Total
Contribution	185,353	-							**185,353**
Expenditures	-	185,353							**185,353**
Cumulative Balance	**185,353**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**

TOTAL, ALL PROJECTS

Description	FY 2022-23	FY 2023-24	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Total
Contribution	385,944	-	-	-	-				**385,944**
Expenditures	-	385,944	-	-	-				**385,944**
Cumulative Balance	**385,944**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**

APPLICATION FOR TCTF FUNDS HELD ON BEHALF OF THE COURT

Please check the type of request:

☒ **NEW REQUEST** *(Complete Section I, III, and IV only.)*

☐ **AMENDED REQUEST** *(Complete Sections I through IV.)*

SECTION I: GENERAL INFORMATION

SUPERIOR COURT: Santa Clara	**PERSON AUTHORIZING REQUEST** *(Presiding Judge or Court Executive Officer)*: **Rebecca Fleming**	
	CONTACT PERSON AND CONTACT INFO: **Walter Eissmann; Weissmann@scscourt.org**	
DATE OF SUBMISSION: 8/4/2023	**TIME PERIOD COVERED BY THE REQUEST, INCLUDING CONTRIBUTION AND EXPENDITURE:** **FY22/23 THROUGH FY 24/25**	**REQUESTED AMOUNT:** **$350,000**

REASON FOR REQUEST *(Please briefly summarize the purpose for this request, including a brief description of the project/proposal. Use attachments if additional space is needed.)*:

We are partnering with Tyler Technologies to implement an automated minute order process. With competing IT projects and limited resources we are hoping to have these funds held on behalf of the Court in order to ensure its availability when we do have the resources.

SECTION II: AMENDED REQUEST CHANGES

A. Identify sections and answers amended.

B. Provide a summary of the changes to the request.

SECTION III: TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE

A. Explain why the request does not fit within the court's annual operational budget process and the three-year encumbrance term.

Currently having several other IT projects in process along with limited staff resources restrains what we can put toward this minute order automation project. We are wanting to have funds held on behalf so we make sure we retain the funds available for this project.

APPLICATION FOR TCTF FUNDS HELD ON BEHALF OF THE COURT (Continued)

SECTION III (continued): TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE

B. How will the request enhance the efficiency and/or effectiveness of court operations, and/or increase the availability of court services and programs? This would allow us to transition the hand written minute orders to be automated saving a significant amount of time for the clerks. Accuracy and accessibility to the information will also increase dramatically.

C. **If a cost efficiency, please provide cost comparison (table template provided).** Unknown at this point.

D. **Describe the consequences to the court's operations if the court request is not approved.** These funds would not be available to the project in a timely manner and would have to push the project further out in time.

E. **Describe the consequences to the public and access to justice if the court request is not approved.** This project doesn't directly affect access to justice

F. **What alternatives has the court identified if the request is not approved, and why is holding funding in the TCTF the preferred alternative?** If the Court's request is not approved minute orders would continue manually with all of their current issues and delays. It is preferrable to have the funds held in the TCTF while we manage the other IT projects and make resources available for this project so the funds are safely reserved.

SECTION IV: FINANCIAL INFORMATION

Please provide the following *(table template provided for each)*:

A. Three-year history of year-end fund balances, revenues, and expenditures

See attached Excel workbook.

B. Current detailed budget projections for the fiscal years the trial court would either be contributing to or receiving distributions from the TCTF fund balance held on the court's behalf

See attached Excel workbook.

C. Identification of all costs, by category and amount, needed to fully implement the project

See attached Excel workbook.

D. A specific funding and expenditure schedule identifying the amounts to be contributed and expended, by fiscal year

See attached Excel workbook

Prior three-year history of year-end fund balances, revenues, and expenditures

FY 2020-21	FUNDS							
Description	**General**	**Special Revenue Non-Grant**	**Special Revenue Grant**	**Capital Projects**	**Debt Service**	**Proprietary**	**Fiduciary**	**TOTAL**
Beginning Balance	**533,449**							**533,449**
Revenues	97,943,851							**97,943,851**
Expenditures	97,916,593							**97,916,593**
Operating Transfers In (Out)								**-**
Ending Fund Balance	**560,707**	**-**	**-**	**-**	**-**	**-**	**-**	**560,707**

FY 2021-22	FUNDS							
Description	**General**	**Special Revenue Non-Grant**	**Special Revenue Grant**	**Capital Projects**	**Debt Service**	**Proprietary**	**Fiduciary**	**TOTAL**
Beginning Balance	**560,707**							**560,707**
Revenues	106,676,466							**106,676,466**
Expenditures	101,044,535							**101,044,535**
Operating Transfers In (Out)								**-**
Ending Fund Balance	**6,192,638**	**-**	**-**	**-**	**-**	**-**	**-**	**6,192,638**

FY 2022-23	FUNDS							
Description	**General**	**Special Revenue Non-Grant**	**Special Revenue Grant**	**Capital Projects**	**Debt Service**	**Proprietary**	**Fiduciary**	**TOTAL**
Beginning Balance	**6,192,638**							**6,192,638**
Revenues	118,844,455							**118,844,455**
Expenditures	113,490,802							**113,490,802**
Operating Transfers In (Out)	-							**-**
Ending Fund Balance	**11,546,291**	**-**	**-**	**-**	**-**	**-**	**-**	**11,546,291**

Current detailed budget projections for the fiscal years the trial court would either be contributing to or receiving distributions from the TCTF fund balance held on the court's behalf

	FY 2023-24								Select Fiscal Year								Select Fiscal Year								Select Fiscal Year								Select Fiscal Year								Select Fiscal Year								Select Fiscal Year								Select Fiscal Year							
	FUNDS								FUNDS								FUNDS								FUNDS								FUNDS								FUNDS								FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES																																																								
State Financing Sources	107,251,397							107,251,397								-								-								-								-								-								-
Grants	6,622,304							6,622,304								-								-								-								-								-								-
Other Financing Sources	4,867,000							4,867,000								-								-								-								-								-								-
TOTAL REVENUES	118,140,701	-	-	-	-	-	-	118,140,701	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
EXPENDITURES																																																								
Salaries	95,743,776							95,743,776								-								-								-								-								-								-
Staff Benefits								-								-								-								-								-								-								-
General Expense	8,225,500							8,225,500								-								-								-								-								-								-
Printing	105,000							105,000								-								-								-								-								-								-
Telecommunications	981,000							981,000								-								-								-								-								-								-
Postage	210,000							210,000								-								-								-								-								-								-
Insurance	57,000							57,000								-								-								-								-								-								-
Travel in State	75,000							75,000								-								-								-								-								-								-
Travel out of State	10,000							10,000								-								-								-								-								-								-
Training	100,000							100,000								-								-								-								-								-								-
Security	605,000							605,000								-								-								-								-								-								-
Facilities Operations	460,550							460,550								-								-								-								-								-								-
Utilities	200,000							200,000								-								-								-								-								-								-
Contracted Services	5,252,000							5,252,000								-								-								-								-								-								-
Consulting and Professional Services - Interpreters	795,000							795,000								-								-								-								-								-								-
Information Technology (IT)	4,318,950							4,318,950								-								-								-								-								-								-
Major Equipment	100,000							100,000								-								-								-								-								-								-
Other Items of Expense	-							-								-								-								-								-								-								-
Juror Costs	613,000							613,000								-								-								-								-								-								-
Other								-								-								-								-								-								-								-
Jury Service								-								-								-								-								-								-								-
Court Construction								-								-								-								-								-								-								-
Distributed Administration & Allocation								-								-								-								-								-								-								-
Prior Year Expense Adjustment								-								-								-								-								-								-								-
TOTAL EXPENDITURES	117,856,276	-	-	-	-	-	-	117,856,276	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-								-								-								-								-								-								-
Fund Balance (Deficit)																																																								
Beginning Balance (Deficit)								-	284,425	-	-	-	-	-	-	284,425	284,425	-	-	-	-	-	-	284,425	284,425	-	-	-	-	-	-	284,425	284,425	-	-	-	-	-	-	284,425	284,425	-	-	-	-	-	-	284,425	284,425	-	-	-	-	-	-	284,425
Ending Balance (Deficit)	284,425	-	-	-	-	-	-	284,425	284,425	-	-	-	-	-	-	284,425	284,425	-	-	-	-	-	-	284,425	284,425	-	-	-	-	-	-	284,425	284,425	-	-	-	-	-	-	284,425	284,425	-	-	-	-	-	-	284,425	284,425	-	-	-	-	-	-	284,425

Identification of all costs, by category and amount, needed to fully implement the project

Expenses Category		Amount
GL Account	**Description**	
900000	Salaries	
910000	Staff Benefits	
920001	General Expense	
924000	Printing	
925000	Telecommunications	
926000	Postage	
928000	Insurance	
929000	Travel in State	
931000	Travel Out of State	
933000	Training	
934000	Security	
935000	Facilities Operations	
936000	Utilities	
938000	Contracted Services	350,000
940000	Consulting and Professional Services - County Provided	
943000	Information Technology (IT)	
945000	Major Equipment	
950000	Other Items of Expense	
972000	Other	
973000	Debt Service	
983000	Court Construction	
990000	Distributed Administration & Allocation	
Total		**350,000**

A specific funding and expenditure schedule identifying the amounts related to the proposal to be contributed and expended, by fiscal year

Description	FY 2023-24	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Total
Contribution	350,000								**350,000**
Expenditures	350,000								**350,000**
Cumulative Balance	-	-	-	-	-	-	-	-	-

APPLICATION FOR TCTF FUNDS HELD ON BEHALF OF THE COURT

Please check the type of request:

☒ **NEW REQUEST** *(Complete Section I, III, and IV only.)*

☐ **AMENDED REQUEST** *(Complete Sections I through IV.)*

SECTION I: GENERAL INFORMATION

SUPERIOR COURT: Sutter	**PERSON AUTHORIZING REQUEST** *(Presiding Judge or Court Executive Officer)*: **Stephanie M. Hansel, Court Executive Officer**	
	CONTACT PERSON AND CONTACT INFO: **Joe Azevedo, CFO; (530) 822-3340**	
DATE OF SUBMISSION: 8/2/2023	**TIME PERIOD COVERED BY THE REQUEST, INCLUDING CONTRIBUTION AND EXPENDITURE:** **FY 22-23 THROUGH FY 24-25**	**REQUESTED AMOUNT:** **$714,178.00**

REASON FOR REQUEST *(Please briefly summarize the purpose for this request, including a brief description of the project/proposal. Use attachments if additional space is needed.)*:

The Court respectfully requests $714,178.00 be held for the increased costs of previously planned technological enhancements and facilities modifications, infrastructure enhancements, new technology and facilities improvements, and replacing our aging court vehicle.

The amount requested to be held is an estimate. An amended request will be submitted should the amount change.

SECTION II: AMENDED REQUEST CHANGES

A. Identify sections and answers amended.

B. Provide a summary of the changes to the request.

SECTION III: TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE

A. Explain why the request does not fit within the court's annual operational budget process and the three-year encumbrance term.

Substantial cost increases in technology hardware and software prevented the Court from completing technological enhancement projects with previously approved Funds Held monies, including area buildouts for additional office space and court resiliency and disaster recovery. In addition, the Court has identified new technology that will further enhance accessibility for non-English speakers as well as enhance technology throughout the courthouse with the aim of lowering recurring costs such as printing, and maintenance costs. Further, our 16-year-old court vehicle needs substantial repairs and is not fuel efficient. In the long run, replacing the vehicle would save the Court money in repairs and fuel. A newer vehicle would also provide better safety features for staff.

The identified savings would pay for the above expenses that the Court would not be able to otherwise pay for within our operational budget.

APPLICATION FOR TCTF FUNDS HELD ON BEHALF OF THE COURT (Continued)

SECTION III (continued): TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE

B. How will the request enhance the efficiency and/or effectiveness of court operations, and/or increase the availability of court services and programs?

Being able to effectively and efficiently meet the needs of today's technology with our expanding court operations are a must for our Court. The Court needs additional office space and facilities modifications to continue improving our outward, inward, and public facing services. The modernization efforts of the technology along with the infrastructure enhancements will allow Court operations and functions to be carried out more efficiently with modern technology, saving time and allowing for additional services to be added in the future.

C. If a cost efficiency, please provide cost comparison (table template provided).

N/A

D. Describe the consequences to the court's operations if the court request is not approved.

The Court would have to absorb a reduction in funding of this amount above the 3% fund balance cap, negatively impacting the funding of essential Court operations.

E. Describe the consequences to the public and access to justice if the court request is not approved.

The Court would not be able to provide services efficiently nor have the capability to potentially provide additional services to the public, which would delay the public's access to justice.

F. What alternatives has the court identified if the request is not approved, and why is holding funding in the TCTF the preferred alternative?

The Court could not identify alternatives should the request not be approved. Holding funding in the TCTF is the only alternative.

SECTION IV: FINANCIAL INFORMATION

Please provide the following *(table template provided for each)*:

A. Three-year history of year-end fund balances, revenues, and expenditures

N/A

B. Current detailed budget projections for the fiscal years the trial court would either be contributing to or receiving distributions from the TCTF fund balance held on the court's behalf

N/A

C. Identification of all costs, by category and amount, needed to fully implement the project

See attachment.

D. A specific funding and expenditure schedule identifying the amounts to be contributed and expended, by fiscal year

See attachment.

Prior three-year history of year-end fund balances, revenues, and expenditures

Select Fiscal Year	FUNDS							
Description	**General**	**Special Revenue Non-Grant**	**Special Revenue Grant**	**Capital Projects**	**Debt Service**	**Proprietary**	**Fiduciary**	**TOTAL**
Beginning Balance								-
Revenues								-
Expenditures								-
Operating Transfers In (Out)								-
Ending Fund Balance	-	-	-	-	-	-	-	-

Select Fiscal Year	FUNDS							
Description	**General**	**Special Revenue Non-Grant**	**Special Revenue Grant**	**Capital Projects**	**Debt Service**	**Proprietary**	**Fiduciary**	**TOTAL**
Beginning Balance								-
Revenues								-
Expenditures								-
Operating Transfers In (Out)								-
Ending Fund Balance	-	-	-	-	-	-	-	-

Select Fiscal Year	FUNDS							
Description	**General**	**Special Revenue Non-Grant**	**Special Revenue Grant**	**Capital Projects**	**Debt Service**	**Proprietary**	**Fiduciary**	**TOTAL**
Beginning Balance								-
Revenues								-
Expenditures								-
Operating Transfers In (Out)								-
Ending Fund Balance	-	-	-	-	-	-	-	-

Current detailed budget projections for the fiscal years the trial court would either be contributing to or receiving distributions from the TCTF fund balance held on the court's behalf

	Select Fiscal Year								Select Fiscal Year								Select Fiscal Year							
	FUNDS								FUNDS								FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES																								
State Financing Sources								-								-								-
Grants								-								-								-
Other Financing Sources								-								-								-
TOTAL REVENUES	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
EXPENDITURES																								
Salaries								-								-								-
Staff Benefits								-								-								-
General Expense								-								-								-
Printing								-								-								-
Telecommunications								-								-								-
Postage								-								-								-
Insurance								-								-								-
Travel In State								-								-								-
Travel Out of State								-								-								-
Training								-								-								-
Security								-								-								-
Facilities Operations								-								-								-
Utilities								-								-								-
Contracted Services								-								-								-
Consulting and Professional Services - Information Technology (IT)								-								-								-
Major Equipment								-								-								-
Other Items of Expense								-								-								-
Juror Costs								-								-								-
Other								-								-								-
Court Service								-								-								-
Court Construction								-								-								-
Distributed Administration & Allocation								-								-								-
Prior Year Expense Adjustment								-								-								-
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-								-								-
Fund Balance (Deficit)								-								-								-
Beginning Balance (Deficit)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Ending Balance (Deficit)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

Identification of all costs, by category and amount, needed to fully implement the project

Expenses Category		Amount
GL Account	**Description**	
900000	Salaries	
910000	Staff Benefits	
920001	General Expense	50,000
924000	Printing	
925000	Telecommunications	
926000	Postage	
928000	Insurance	
929000	Travel in State	
931000	Travel Out of State	
933000	Training	
934000	Security	
935000	Facilities Operations	75,000
936000	Utilities	
938000	Contracted Services	
940000	Consulting and Professional Services - County Provided	
943000	Information Technology (IT)	500,000
945000	Major Equipment	89,178
950000	Other Items of Expense	
972000	Other	
973000	Debt Service	
983000	Court Construction	
990000	Distributed Administration & Allocation	
Total		**714,178**

A specific funding and expenditure schedule identifying the amounts related to the proposal to be contributed and expended, by fiscal year

Description	FY 2022-23	FY 2023-24	FY 2024-25	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Total
Contribution	714,178								**714,178**
Expenditures		357,089	357,089						**714,178**
Cumulative Balance	**714,178**	**357,089**	**-**	**-**	**-**	**-**	**-**	**-**	**-**

APPLICATION FOR TCTF FUNDS HELD ON BEHALF OF THE COURT

Please check the type of request:

☒ **NEW REQUEST** *(Complete Section I, III, and IV only.)*

☐ **AMENDED REQUEST** *(Complete Sections I through IV.)*

SECTION I: GENERAL INFORMATION

SUPERIOR COURT: San Joaquin	**PERSON AUTHORIZING REQUEST** *(Presiding Judge or Court Executive Officer)*: **Stephanie Bohrer, Court Executive Officer**	
	CONTACT PERSON AND CONTACT INFO: Linda Courtright CFO, 209 992-5217, lcourtright@sjcourts.org	
DATE OF SUBMISSION: 8/3/2023	**TIME PERIOD COVERED BY THE REQUEST, INCLUDING CONTRIBUTION AND EXPENDITURE: AUGUST 2023 TO JUNE 2024**	**REQUESTED AMOUNT: $388,867**

REASON FOR REQUEST *(Please briefly summarize the purpose for this request, including a brief description of the project/proposal. Use attachments if additional space is needed.)*:

The Court would like to accumulate savings to pay for the purchase of a back-up generator and the necessary facility improvements to the Manteca Courthouse's County-Wide Data Center. This generator will help mitigate the risk of data loss or service interruption during a power outage.

SECTION II: AMENDED REQUEST CHANGES

A. Identify sections and answers amended.

B. Provide a summary of the changes to the request.

SECTION III: TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE

A. **Explain why the request does not fit within the court's annual operational budget process and the three-year encumbrance term.**

This project could be completed within the three-year encumbrance term, however, the Court was not able to initiate this process early enough to complete it within the 22/23 Fiscal Year.

APPLICATION FOR TCTF FUNDS HELD ON BEHALF OF THE COURT (Continued)

SECTION III (continued): TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE

B. How will the request enhance the efficiency and/or effectiveness of court operations, and/or increase the availability of court services and programs?

The back-up generator will enable the Court to provide consistent, convenient and secure digital access to Court case information while ensuring the Court data is secure from loss in the event of a power outage.

C. If a cost efficiency, please provide cost comparison (table template provided).

N/A

D. Describe the consequences to the court's operations if the court request is not approved.

If our request is not approved, the Court's ability to process cases during a power outage will be reduced which will lead to increased backlogs.

E. Describe the consequences to the public and access to justice if the court request is not approved.

Without a back-up generator, during a power outage our customers may lose digital access to Court data which decreases their access to justice.

F. What alternatives has the court identified if the request is not approved, and why is holding funding in the TCTF the preferred alternative?

The 3% fund balance constraint prevents our Court from accumulating the savings necessary to pay for the facility modifications and purchase of the back-up generator. The only other alternative is if the Judicial Council pays for the project.

SECTION IV: FINANCIAL INFORMATION

Please provide the following *(table template provided for each)*:

A. Three-year history of year-end fund balances, revenues, and expenditures

See Attached

B. Current detailed budget projections for the fiscal years the trial court would either be contributing to or receiving distributions from the TCTF fund balance held on the court's behalf

See Attached

C. Identification of all costs, by category and amount, needed to fully implement the project

See Attached

D. A specific funding and expenditure schedule identifying the amounts to be contributed and expended, by fiscal year

See Attached

Prior three-year history of year-end fund balances, revenues, and expenditures

FY 2021-22	FUNDS							
Description	**General**	**Special Revenue Non-Grant**	**Special Revenue Grant**	**Capital Projects**	**Debt Service**	**Proprietary**	**Fiduciary**	**TOTAL**
Beginning Balance	**1,755,226**	**1,774,084**	**-**					**3,529,310**
Revenues	46,250,528	1,991,877	3,177,761					**51,420,166**
Expenditures	45,955,311	1,843,923	3,179,090					**50,978,324**
Operating Transfers In (Out)	(1,329)	-	1,329					**-**
Ending Fund Balance	**2,049,114**	**1,922,038**	**-**	**-**	**-**	**-**	**-**	**3,971,152**

FY 2020-21	FUNDS							
Description	**General**	**Special Revenue Non-Grant**	**Special Revenue Grant**	**Capital Projects**	**Debt Service**	**Proprietary**	**Fiduciary**	**TOTAL**
Beginning Balance	**1,976,878**	**2,060,943**	**-**					**4,037,821**
Revenues	41,854,775	2,000,365	2,878,696					**46,733,836**
Expenditures	42,036,977	2,287,164	2,918,206					**47,242,347**
Operating Transfers In (Out)	(39,450)	(60)	39,510					**0**
Ending Fund Balance	**1,755,226**	**1,774,084**	**(0)**	**-**	**-**	**-**	**-**	**3,529,310**

FY 2019-20	FUNDS							
Description	**General**	**Special Revenue Non-Grant**	**Special Revenue Grant**	**Capital Projects**	**Debt Service**	**Proprietary**	**Fiduciary**	**TOTAL**
Beginning Balance	**602,482**	**1,922,727**	**-**					**2,525,209**
Revenues	44,323,651	2,054,095	2,718,859					**49,096,605**
Expenditures	42,933,200	1,915,939	2,734,854					**47,583,993**
Operating Transfers In (Out)	(16,055)	60	15,995					**-**
Ending Fund Balance	**1,976,878**	**2,060,943**	**-**	**-**	**-**	**-**	**-**	**4,037,821**

Current detailed budget projections for the fiscal years the trial court would either be contributing to or receiving distributions from the TCTF fund balance held on the court's behalf

| | FY 2022-23 | | | FUNDS | | | | | | | | | | | | FY 2023-24 | | | FUNDS | | | | | | | | | | | | FY 2024-25 | | | FUNDS | | | | | | | | | | | | Select Fiscal Year | | | FUNDS | | | | | | | | | | | | Select Fiscal Year | | | FUNDS | | | | | | | | | | | | Select Fiscal Year | | | FUNDS | | | | | | | | | | | |
|---|---|---

Identification of all costs, by category and amount, needed to fully implement the project

Expenses Category		Amount
GL Account	**Description**	
900000	Salaries	
910000	Staff Benefits	
920001	General Expense	
924000	Printing	
925000	Telecommunications	
926000	Postage	
928000	Insurance	
929000	Travel in State	
931000	Travel Out of State	
933000	Training	
934000	Security	
935000	Facilities Operations	
936000	Utilities	
938000	Contracted Services	
940000	Consulting and Professional Services - County Provided	
943000	Information Technology (IT)	
945000	Major Equipment	
950000	Other Items of Expense	
972000	Other	
973000	Debt Service	
983000	Court Construction	388,867
990000	Distributed Administration & Allocation	
Total		**388,867**

A specific funding and expenditure schedule identifying the amounts related to the proposal to be contributed and expended, by fiscal year

Description	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Total
Contribution	-		388,867						**388,867**
Expenditures				50,000	338,867				**388,867**
Cumulative Balance	**-**	**-**	**388,867**	**338,867**	**-**	**-**	**-**	**-**	**-**

APPLICATION FOR TCTF FUNDS HELD ON BEHALF OF THE COURT

Please check the type of request:

☒ **NEW REQUEST** *(Complete Section I, III, and IV only.)*

☐ **AMENDED REQUEST** *(Complete Sections I through IV.)*

SECTION I: GENERAL INFORMATION

SUPERIOR COURT: Sierra	**PERSON AUTHORIZING REQUEST** *(Presiding Judge or Court Executive Officer)*: **Court Executive Officer**	
	CONTACT PERSON AND CONTACT INFO: **Ann Mendez, amendez@sierracourt.org, 530-289-2902**	
DATE OF SUBMISSION: 8/18/2023	**TIME PERIOD COVERED BY THE REQUEST, INCLUDING CONTRIBUTION AND EXPENDITURE:** **FY22-23 THROUGH FY23-24**	**REQUESTED AMOUNT:** **$17,019**

REASON FOR REQUEST *(Please briefly summarize the purpose for this request, including a brief description of the project/proposal. Use attachments if additional space is needed.)*:

Sierra Superior Court is underway in the process of completing needed alterations and improvements to its courtroom, Judges chambers, and court offices. Jury seating and gallery pews have been refurbished. New carpet has been installed in the courtroom and Judges chambers. The courtroom, chambers, and court offices have been repainted. As part of the project, the Court would like to replace the existing furniture in the courtroom. This furniture was originally donated by a retired Sierra Court Judge in the late 90's. In addition, due to financial constraints the Court was unable to resurface the clerk's station and Judges bench, which is showing a lot of cracking in the surface top and chipping, which was originally part of this current project. Because of the required finances to complete this project the project cannot be funded by the courts annual budget. The Court respectfully requests funds over the 3% fund balance cap totaling $17,019 be held to complete this current project.

SECTION II: AMENDED REQUEST CHANGES

A. Identify sections and answers amended.

B. Provide a summary of the changes to the request.

SECTION III: TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE

A. Explain why the request does not fit within the court's annual operational budget process and the three-year encumbrance term.

The primary factor is the size of the expense relative to the size of the Court's annual budget. It would be difficult to fit the amount of funding needed to complete this project into our regular operational budget. The Court will need to use multi-year savings to complete the project.

SECTION III (continued): TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE

B. How will the request enhance the efficiency and/or effectiveness of court operations, and/or increase the availability of court services and programs?

The current furniture in the well area is too large for the room making it difficult for someone in a wheelchair to access the well and or witness area. Smaller furniture in the well area would allow easier ADA access. In addition, because the furniture is too large in the well space when the judge enters and exits the courtroom, they are forced to pass the defendant within a very small and confined area causing a safety issue for the judge.

The clerk's station has its own challenges with not enough desk top space for the clerk to work and the wood surface desktop has been damaged by moisture which caused portions of the top of the desk to buckle. This makes for an uneven desktop for the clerks to work on and/or does not allow the space to be used for the clerk to have a computer, printer, and/or scanner. Replacing the desktop and increasing the desktop workspace for the clerk to use during court will enhance the efficiency and effectiveness of court operations.

C. If a cost efficiency, please provide cost comparison (table template provided).

N/A

D. Describe the consequences to the court's operations if the court request is not approved.

The clerks are limited to the useable space at the clerk's station with constraints on where office equipment used during court proceedings can be placed. The judge's safety will continue to be an issue due to the confined space the oversized furniture creates in the well area.

E. Describe the consequences to the public and access to justice if the court request is not approved.

The current furniture in the well area makes it difficult for someone in a wheelchair to access counsel tables and the witness stand. Counsel, parties, and witnesses who are in a wheelchair and/or have ADA access issues will continue to struggle regarding access within the courtroom.

F. What alternatives has the court identified if the request is not approved, and why is holding funding in the TCTF the preferred alternative?

The Court has also considered having the clerks station desktop replaced with a laminate surface that is not susceptible to moisture and would stay dry and flat, however this does not address the current space limitations.

The Court will continue to reach out to those courts who are building new courthouses and inquire about gently used furniture as it is being replaced with new furniture.

Holding funding in the TCTF is the preferred alternative because it would provide Sierra with the additional money to complete the current project. The items needed to complete the current project cannot be funded by the court's annual budget and will require multiyear savings to implement.

SECTION IV: FINANCIAL INFORMATION

Please provide the following *(table template provided for each)*:

A. Three-year history of year-end fund balances, revenues, and expenditures

N/A

B. Current detailed budget projections for the fiscal years the trial court would either be contributing to or receiving distributions from the TCTF fund balance held on the court's behalf

N/A

C. Identification of all costs, by category and amount, needed to fully implement the project

N/A

D. A specific funding and expenditure schedule identifying the amounts to be contributed and expended, by fiscal year

See attachment Sec. IV.D

A specific funding and expenditure schedule identifying the amounts related to the proposal to be contributed and expended, by fiscal year

Description	FY 2022-23	FY 2023-24	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Total
Contribution	17,019								**17,019**
Expenditures									**-**
Cumulative Balance	**17,019**	**17,019**	**17,019**	**17,019**	**17,019**	**17,019**	**17,019**	**17,019**	**17,019**

A specific funding and expenditure schedule identifying the amounts related to the proposal to be contributed and expended, by fiscal year

Description	FY 2022-23	FY 2023-24	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Total
Contribution	17,019								**17,019**
Expenditures									**-**
Cumulative Balance	**17,019**	**17,019**	**17,019**	**17,019**	**17,019**	**17,019**	**17,019**	**17,019**	**17,019**

Summary of Requests for Trial Court Trust Fund, Funds Held on Behalf of the Courts

Amended Requests

For consideration at the November 17, 2023 Judicial Council meeting.

Court	Does Request Change $$$	If Yes / $$$ Change -/+	Total Amount Request	Category	High Level Summary
Colusa	No		283,796	Facility	Construction
Imperial	No		99,910	Facility	Construction
Lake	Yes	(8,271)	9,229	Technology	CMS
Lake	Yes	(30,000)	(30,000)	Technology	CMS
Mariposa	Yes	355,589	405,589	Facility	Construction
Mono	No		167,532	Technology	Audio/Visual Upgrades
Monterey	No		25,000	Facility	Construction
San Benito	No		643,853	Technology/Legal	CMS/Various
Ventura	Yes	919,664	1,919,664	Technology	CMS
Monterey	Yes	(11,611)	38,389	Operations	Fleet
Monterey	Yes	171,263	329,446	Facility	Infastructure
Monterey	Yes	127,641	297,095	Facility	Updates
Monterey	Yes	265,505	515,505	Facility	Updates
San Joaquin	Yes	80,213	4,543,424	Facility	Construction
			$ 9,278,432		

APPLICATION FOR TCTF FUNDS HELD ON BEHALF OF THE COURT

Please check the type of request:

☐ **NEW REQUEST** *(Complete Section I, III, and IV only.)*

☒ **AMENDED REQUEST** *(Complete Sections I through IV.)*

SECTION I: GENERAL INFORMATION

SUPERIOR COURT: Colusa	**PERSON AUTHORIZING REQUEST** *(Presiding Judge or Court Executive Officer)*: **Court Executive Officer**	
	CONTACT PERSON AND CONTACT INFO: **Erika F. Valencia,** erika.valencia@colusa.courts.ca.gov**, 530-458-0695**	
DATE OF SUBMISSION: 8/4/2023	**TIME PERIOD COVERED BY THE REQUEST, INCLUDING CONTRIBUTION AND EXPENDITURE:** TO FY 25/26	**REQUESTED AMOUNT:** **$283,796.00**

REASON FOR REQUEST *(Please briefly summarize the purpose for this request, including a brief description of the project/proposal. Use attachments if additional space is needed.)*:

Colusa Superior Court is looking to complete needed alterations and improvements to the courtroom. This would include replacing the existing aged and worn carpet, gallery seating, jury seating, and various furniture. This is a financial undertaking that will include the labor for removing the existing seating, flooring, and furniture, and the shipment and installation of a new seating, flooring, and furniture solutions. Colusa has been working with the Judicial Council Facilities Project Manager, who obtains bids on the court's behalf. However, it took an extended amount of time to obtain the quote, which was three times the court's budget. Therefore, granting an extended time frame to expend the funds would allow Colusa to contact various contractors and furniture companies to obtain more competitive quotes and handle the project management in-house.

SECTION II: AMENDED REQUEST CHANGES

A. Identify sections and answers amended.

Section I: Time Period Covered by the Request, Reason for Request

B. Provide a summary of the changes to the request.

The current request expires 06/30/2023. The changes in this amended request account for the need for additional time to obtain quotes and expend the funds necessary to complete the project.

SECTION III: TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE

A. Explain why the request does not fit within the court's annual operational budget process and the three-year encumbrance term.

The primary factor is the size of the expense relative to the size of the court's yearly budget and reserves. Colusa's yearly reserves will not be sufficient to cover the cost of such a large project. Colusa is planning ahead to allow for a longer encumbrance term than that which is allowed by the 3-year encumbrance term.

SECTION III (continued): TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE

B. How will the request enhance the efficiency and/or effectiveness of court operations, and/or increase the availability of court services and programs?

The current seating, flooring, and furniture in the courtroom has been exposed to heavy user for over 25 years. The current tweed-like seating upholstery is worn, dirty, and difficult to clean, several of the seats are broken, and may of the jury seats have worn springs, which cause the seat to recline too far backward. The flooring and much of the furniture is worn and needs replacement. Replacing the seating, flooring, and furniture, would allow for the public, justice partners, and judicial staff to utilize the courtroom safely. Clean, secure, comfortable seating, would also be an enhancement to the juror experience for the public. Finally, the court plans to use easy-to-clean surfaces such as vinyl upholstery that can be easily wiped down with a bleach clean, which is imperative for public health and safety.

C. If a cost efficiency, please provide cost comparison (table template provided).

N/A

D. Describe the consequences to the court's operations if the court request is not approved.

N/A

E. Describe the consequences to the public and access to justice if the court request is not approved.

As the current seating cannot be adequately cleaned, the public will continue to use the worn and dirty seating in the gallery and jury box. The public will need to continue to take caution when choosing a seat and sitting, as several of the seats have broken or worn hinges, springs, and casings. The public would continue to use the worn and aged furniture.

F. What alternatives has the court identified if the request is not approved, and why is holding funding in the TCTF the preferred alternative?

An alternative to replacing seating may include outsourcing the mechanical and upholstery repair to a specialist technician. However, the court is unaware of any local companies that would handle such a project. This would also not solve the issue of cleanliness. As previously stated, the aged tweed-like upholstery is stained and difficult to clean. Holding funding in the TFTC is the preferred alternative because it would allow Colusa the ability to obtain new, clean, durable seating and furniture, which is necessary for a high-use courtroom.

SECTION IV: FINANCIAL INFORMATION

Please provide the following *(table template provided for each)*:

A. Three-year history of year-end fund balances, revenues, and expenditures

Please see attached.

B. Current detailed budget projections for the fiscal years the trial court would either be contributing to or receiving distributions from the TCTF fund balance held on the court's behalf

Please see attached.

C. Identification of all costs, by category and amount, needed to fully implement the project

Please see attached.

D. A specific funding and expenditure schedule identifying the amounts to be contributed and expended, by fiscal year

Please see attached.

Prior three-year history of year-end fund balances, revenues, and expenditures

FY 2019-20	FUNDS							
Description	**General**	**Special Revenue Non-Grant**	**Special Revenue Grant**	**Capital Projects**	**Debt Service**	**Proprietary**	**Fiduciary**	**TOTAL**
Beginning Balance	**533,473**	**211,031**	**-**	**53,152**	**-**	**-**	**-**	**797,657**
Revenues	2,139,931	17,855	62,645	1,166				**2,221,598**
Expenditures	1,971,033		62,645					**2,033,678**
Operating Transfers In (Out)								**-**
Ending Fund Balance	**702,372**	**228,887**	**-**	**54,318**	**-**	**-**	**-**	**985,576**

FY 2020-21	FUNDS							
Description	**General**	**Special Revenue Non-Grant**	**Special Revenue Grant**	**Capital Projects**	**Debt Service**	**Proprietary**	**Fiduciary**	**TOTAL**
Beginning Balance	**702,372**	**228,887**	**-**	**54,318**				**985,576**
Revenues	2,740,380	16,465	73,286	299				**2,830,430**
Expenditures	2,466,250		74,438					**2,540,688**
Operating Transfers In (Out)	(1,152)		1,152					**-**
Ending Fund Balance	**975,349**	**245,351**	**0**	**54,617**	**-**	**-**	**-**	**1,275,318**

FY 2019-20	FUNDS							
Description	**General**	**Special Revenue Non-Grant**	**Special Revenue Grant**	**Capital Projects**	**Debt Service**	**Proprietary**	**Fiduciary**	**TOTAL**
Beginning Balance	**975,349**	**245,351**	**-**	**53,152**				**1,273,852**
Revenues	3,591,816	32,747	62,365	1,166				**3,688,094**
Expenditures	3,171,347	23,710	66,712					**3,261,770**
Operating Transfers In (Out)	(10,588)	6,241	4,347					**-**
Ending Fund Balance	**1,385,230**	**260,628**	**-**	**54,318**	**-**	**-**	**-**	**1,700,176**

Identification of all costs, by category and amount, needed to fully implement the project

Expenses Category		Amount
GL Account	**Description**	
900000	Salaries	
910000	Staff Benefits	
920001	General Expense	
924000	Printing	
925000	Telecommunications	
926000	Postage	
928000	Insurance	
929000	Travel in State	
931000	Travel Out of State	
933000	Training	
934000	Security	
935000	Facilities Operations	283,796
936000	Utilities	
938000	Contracted Services	
940000	Consulting and Professional Services - County Provided	
943000	Information Technology (IT)	
945000	Major Equipment	
950000	Other Items of Expense	
972000	Other	
973000	Debt Service	
983000	Court Construction	
990000	Distributed Administration & Allocation	
Total		**283,796**

A specific funding and expenditure schedule identifying the amounts related to the proposal to be contributed and expended, by fiscal year

Description	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2024-25	Select Fiscal Year	Select Fiscal Year	Total
Contribution	283,796		-						**283,796**
Expenditures				125,000	79,398	79,398			**283,796**
Cumulative Balance	**283,796**	**283,796**	**283,796**	**158,796**	**79,398**	**-**	**-**	**-**	**567,592**

APPLICATION FOR TCTF FUNDS HELD ON BEHALF OF THE COURT

Please check the type of request:

☐ **NEW REQUEST** *(Complete Section I, III, and IV only.)*

☒ **AMENDED REQUEST** *(Complete Sections I through IV.)*

SECTION I: GENERAL INFORMATION

SUPERIOR COURT: Imperial	**PERSON AUTHORIZING REQUEST** *(Presiding Judge or Court Executive Officer)*: **Maria Rhinehart, Court Executive Officer**	
	CONTACT PERSON AND CONTACT INFO: **Rodolfo Quintero,** rquintero@imperial.courts.ca.gov, **760-336-3520**	
DATE OF SUBMISSION: 8/2/2012	**TIME PERIOD COVERED BY THE REQUEST, INCLUDING CONTRIBUTION AND EXPENDITURE: CONTRIBUTION FY 19/20 $94,663 FY 20/21 $5,247.45, EXPENDITURE FY 23/24 $99,910.45**	**REQUESTED AMOUNT: $99,910.45 (no change on approved funds)**

REASON FOR REQUEST *(Please briefly summarize the purpose for this request, including a brief description of the project/proposal. Use attachments if additional space is needed.)*:

The Court did not have the opportunity to complete all the projects assigned to FY 22/23, due to specific circumstances mentioned below.

Approved Project - Brawley Courthouse Move - $ 30,000

Brawley Move is pending the completion of the new Criminal Courthouse. The construction of the new building has been delayed and is projected to be completed sometime after October 2023. Once the keys to the building have been turned over to the Imperial Courts, then we can schedule the move of equipment and staff.

Approved Project- Winterhaven Shade Structure $48,003

This project can not be started until the Winterhaven exterior improvement project has been completed. In discussion with the JCC Regional Supervisor, the estimated time to start the improvement project would be October. This project itself has been delayed due to County survey regulation.

Approved Project – Air Management Equipment $16,660 – Expenditures were Encumbered before June 30, 2023 and equipment was received in July 2023.

Approved Project- Signs and Light Fixture Replacement $5,247.45 – Expenditures were Encumbered before June 30, 2023, and Items were received in July 2023.

We will complete these projects in FY 23/24

Thank you for your understanding

SECTION II: AMENDED REQUEST CHANGES

A. Identify sections and answers amended.

Section I, "Time Period Covered by the request".

B. Provide a summary of the changes to the request.

We are requesting an extension to use the Funds Held approved from FY 22/23 to FY23/24.

SECTION III: TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE

A. Explain why the request does not fit within the court's annual operational budget process and the three-year encumbrance term.

SECTION III (continued): TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE

B. How will the request enhance the efficiency and/or effectiveness of court operations, and/or increase the availability of court services and programs?

C. If a cost efficiency, please provide cost comparison (table template provided).

D. Describe the consequences to the court's operations if the court request is not approved.

E. Describe the consequences to the public and access to justice if the court request is not approved.

F. What alternatives has the court identified if the request is not approved, and why is holding funding in the TCTF the preferred alternative?

SECTION IV: FINANCIAL INFORMATION

Please provide the following *(table template provided for each)*:

A. Three-year history of year-end fund balances, revenues, and expenditures

See attached TCTF Funds Held on behalf tables Template – Sec. IV. A Tab.

B. Current detailed budget projections for the fiscal years the trial court would either be contributing to or receiving distributions from the TCTF fund balance held on the court's behalf

See attached TCTF Funds Held on behalf tables Template – Sec. IV. B Tab.

C. Identification of all costs, by category and amount, needed to fully implement the project

See attached TCTF Funds Held on behalf tables Template – Sec. IV. C Tab.

D. A specific funding and expenditure schedule identifying the amounts to be contributed and expended, by fiscal year

See attached TCTF Funds held on behalf tables Template – Sec. IV. D Amended Request

Prior three-year history of year-end fund balances, revenues, and expenditures

FY 2021-22	FUNDS							
Description	**General**	**Special Revenue Non-Grant**	**Special Revenue Grant**	**Capital Projects**	**Debt Service**	**Proprietary**	**Fiduciary**	**TOTAL**
Beginning Balance	**2,342,403**	**748,599**	-					**3,091,002**
Revenues	12,100,778	1,882,360	304,962					**14,288,100**
Expenditures	11,641,395	2,289,921	323,035					**14,254,351**
Operating Transfers In (Out)	(386,152)	368,079	18,073					-
Ending Fund Balance	**2,415,634**	**709,117**	-	-	-	-	-	**3,124,751**

FY 2020-21	FUNDS							
Description	**General**	**Special Revenue Non-Grant**	**Special Revenue Grant**	**Capital Projects**	**Debt Service**	**Proprietary**	**Fiduciary**	**TOTAL**
Beginning Balance	**2,542,903**	**729,192**	-					**3,272,095**
Revenues	10,676,149	1,123,821	252,243					**12,052,213**
Expenditures	10,691,696	1,177,677	363,933					**12,233,306**
Operating Transfers In (Out)	(184,953)	73,263	111,690					-
Ending Fund Balance	**2,342,403**	**748,599**	-	-	-	-	-	**3,091,002**

FY 2019-20	FUNDS							
Description	**General**	**Special Revenue Non-Grant**	**Special Revenue Grant**	**Capital Projects**	**Debt Service**	**Proprietary**	**Fiduciary**	**TOTAL**
Beginning Balance	**1,699,911**	**666,212**	-					**2,366,123**
Revenues	11,449,114	1,078,890	312,422					**12,840,426**
Expenditures	10,500,033	1,070,017	364,404					**11,934,454**
Operating Transfers In (Out)	(106,089)	54,107	51,982					-
Ending Fund Balance	**2,542,903**	**729,192**	-	-	-	-	-	**3,272,095**

Current detailed budget projections for the fiscal years the trial court would either be contributing to or receiving distributions from the TCTF fund balance held on the court's behalf

	FY 2022-23			FUNDS					FY 2023-24			FUNDS				
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES																
State Financing Sources	12,058,039	710,817						12,768,856	12,058,039	710,817						12,768,856
Grants			357,050					357,050			357,050					357,050
Other Financing Sources	354,835	1,243,918						1,598,753	354,835	1,243,918						1,598,753
TOTAL REVENUES	12,412,874	1,954,735	357,050	-	-	-	-	14,724,659	12,412,874	1,954,735	357,050	-	-	-	-	14,724,659
EXPENDITURES																
Salaries	5,531,849	508,583	232,045					6,272,477	5,531,849	508,583	232,045					6,272,477
Staff Benefits	2,556,207	209,762	66,742					2,832,711	2,556,207	209,762	66,742					2,832,711
General Expense	1,474,806	54,915						1,529,721	1,474,806	54,915						1,529,721
Printing	6,931	732						7,663	6,931	732						7,663
Telecommunications	48,087	2,164						50,251	48,087	2,164						50,251
Postage	112,759	6,400						119,159	112,759	6,400						119,159
Insurance	18,655	761						19,416	18,655	761						19,416
Travel in State	23,652							23,652	23,652							23,652
Travel Out of State	2,226							2,226	2,226							2,226
Training	6,214	298						6,512	6,214	298						6,512
Security	554,896	1,380	12,155					568,431	554,896	1,380	12,155					568,431
Facilities Operations	456,597	148,654						605,251	456,597	148,654						605,251
Utilities								-								-
Contracted Services	1,399,811	878,590	26,336					2,304,737	1,399,811	878,590	26,336					2,304,737
Consulting and Professional Services - County Provided	8,035							8,035	8,035							8,035
Information Technology (IT)	525,077	28,147						553,224	525,077	28,147						553,224
Major Equipment	47,654	23,250						70,904	47,654	23,250						70,904
Other Items of Expense	14,117	1,153						15,270	14,117	1,153						15,270
Juror Costs	37,186							37,186	37,186							37,186
Other								-								-
Debt Service								-								-
Court Construction								-								-
Distributed Administration & Allocation	(145,528)	85,762	59,766					-	(145,528)	85,762	59,766					-
Prior Year Expense Adjustment	156							156	156							156
TOTAL EXPENDITURES	12,679,387	1,950,551	397,044	-	-	-	-	15,026,982	12,679,387	1,950,551	397,044	-	-	-	-	15,026,982
Operating Transfers In (Out)								-								-
Fund Balance (Deficit)																
Beginning Balance (Deficit)	2,415,634	709,117	-					3,124,751	2,149,121	713,301	(39,994)	-	-	-	-	2,822,428
Ending Balance (Deficit)	2,149,121	713,301	(39,994)	-	-	-	-	2,822,428	1,882,608	717,485	(79,988)	-	-	-	-	2,520,105

Identification of all costs, by category and amount, needed to fully implement the project

Expenses Category		Amount
GL Account	**Description**	
900000	Salaries	
910000	Staff Benefits	
920001	General Expense	99,910
924000	Printing	
925000	Telecommunications	
926000	Postage	
928000	Insurance	
929000	Travel in State	
931000	Travel Out of State	
933000	Training	
934000	Security	
935000	Facilities Operations	
936000	Utilities	
938000	Contracted Services	
940000	Consulting and Professional Services - County Provided	
943000	Information Technology (IT)	
945000	Major Equipment	
950000	Other Items of Expense	
972000	Other	
973000	Debt Service	
983000	Court Construction	
990000	Distributed Administration & Allocation	
Total		**99,910**

A specific funding and expenditure schedule identifying the amounts related to the proposal to be contributed and expended, by fiscal year

Original Request:

Description	FY 2019-20	FY 2020-21	FY 2022-23	FY 2023-24	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	**Total**
Contribution	94,663	5,247							**99,910**
Expenditures			99,910						**99,910**
Cumulative Balance	**94,663**	**99,910**	**-**	**-**	**-**	**-**	**-**	**-**	**-**

Amended request

Description	FY 2019-20	FY 2020-21	FY 2022-23	FY 2023-24	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	**Total**
Contribution	94,663	5,247							**99,910**
Expenditures		-	-	99,910					**99,910**
Cumulative Balance	**94,663**	**99,910**	**99,910**	**-**	**-**	**-**	**-**	**-**	**-**

APPLICATION FOR TCTF FUNDS HELD ON BEHALF OF THE COURT

Please check the type of request:

☐ **NEW REQUEST** *(Complete Section I, III, and IV only.)*

X **AMENDED REQUEST** *(Complete Sections I through IV.)*

SECTION I: GENERAL INFORMATION

SUPERIOR COURT: Lake	**PERSON AUTHORIZING REQUEST** *(Presiding Judge or Court Executive Officer)*: **Krista LeVier** **CONTACT PERSON AND CONTACT INFO: Michaela Noland** Michaela.noland@lake.courts.ca.gov **707-263-2374, x2263**	
DATE OF SUBMISSION: 7/27/2023	**TIME PERIOD COVERED BY THE REQUEST, INCLUDING CONTRIBUTION AND EXPENDITURE:** **FY22– FY23**	**REQUESTED AMOUNT:** **Original Request: ~~$17,500~~** **Amended Request: $9,229**

REASON FOR REQUEST *(Please briefly summarize the purpose for this request, including a brief description of the project/proposal. Use attachments if additional space is needed.)*:

The Court contracted with Journal Technologies on 6/29/21 to configure several necessary changes to the Court's case management system. Three of the configurations have not been finished:
1.Fix several work queues that have outstanding tasks.
2. Create Pre-trial diversion minutes
3. Create workflow for destruction of cannabis cases per HS11361.5

The Court encumbered $24,500 for these projects at the end of Fiscal Year 2020. The contracted cost for the unfinished projects is $17,500. The funds will not be expensed by the end of Fiscal Year 2022. The Court does not wish to lose the investment. The Court and Journal Technologies have all put significant resources toward these necessary projects. The configuration changes have an estimated implementation date of 6/30/2024. ~~The Court is requesting that the funds totaling $17,500 be held on behalf of the Court.~~
The court is requesting the revised amount of $9,229 be held.

SECTION II: AMENDED REQUEST CHANGES

A. Identify sections and answers amended.
Requested Amount amended. Sec. IV.D

B. Provide a summary of the changes to the request.
The court was able to disencumber FY20-21 funds in the amount of $8,271 due to the fund balance being under the cap. Therefore the court is requesting that funds totaling $9,229 be held on behalf of the court.

SECTION III: TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE

A. Explain why the request does not fit within the court's annual operational budget process and the three-year encumbrance term.

These configuration changes are a one time expense. The Court's case management cofiguration changes have been delayed for a few different reasons beyond the control of the Court.

1. The COVID-19 pandemic was the main cause for the delay, which slowed down the project with staff shortages and availability for vendor development and testing. The pandemic had a domino effect causing reasons #2 and #3.
2. The Court went live with our new case management system on 3/2/2020 right before the pandemic hit. Finalization of the Court's new case management system (eCourt) implementation was delayed and the project is still ongoing.
3. Coordination between the Court and Journal Technologies for additional configuration changes has been slower than expected. Journal Technologies has a major upgrade that needs to be implemented in eCourt before the upgrade can be implemented and it is expected to take several months to test. For perspective, it took another larger court with many more resources six months to test the upgrade. Lake court has one IT employee that will be doing most of the testing for our court. She is currently working on several projects, one of them being the Justice Partner portal and that project has a completion deadline of 6/30/2023. Two configuration changes cannot be completed, tested and implemented until the upgrade is implemented. After implementation the following configuration projects can be completed.
   1. Fix any outstanding issues with work queues.
   2. Create Pre-Trial Diversion Minutes.

   The third configuration change to create a worflow for destruction/deletion of cannabis cases per HS11361.5 cannot be completed until all courts using the eCourt case management system agree on a consistent workflow for the destruction and/or sealing of eligible cannabis cases required by law. We have been pushing for a resolution so that this project moves forward but it is estimated that this project will not be completed this fiscal year.

APPLICATION FOR TCTF FUNDS HELD ON BEHALF OF THE COURT (Continued)

SECTION III (continued): TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE

B. How will the request enhance the efficiency and/or effectiveness of court operations, and/or increase the availability of court services and programs?

The configuration changes will fix current errors in workflow processes, reduce staff time in case processing and enable the court to comply with laws regarding cannabis cases.

C. If a cost efficiency, please provide cost comparison (table template provided).

There will be some payroll savings however it is too early to estimate. Initial savings will be offset by costs for configuration, testing and implementation.

D. Describe the consequences to the court's operations if the court request is not approved.

If the configuration changes are not completed, the efficiencies explained in section B above will not be realized. In addition, all the Court and JTI have invested substantial time and money in the configuration of the case management system. Several hours of time that has been spent on the work queues to date will be for naught. This was valuable time for the court that could have been spent on operational backlogs such as entering new criminal cases and other projects such as the public and justice agency portals. Due to our contract, the court will need to pay Journal Technologies for work that has been completed to date.

E. Describe the consequences to the public and access to justice if the court request is not approved.

Necessary workflows and pre-trial diversion minutes will not be working correctly, which will delay case information being available to the public. If the project is not completed there will be no benefit to the public.

F. What alternatives has the court identified if the request is not approved, and why is holding funding in the TCTF the preferred alternative?

No suitable alternatives.

SECTION IV: FINANCIAL INFORMATION

Please provide the following *(table template provided for each)*:

A. Three-year history of year-end fund balances, revenues, and expenditures

N/A

B. Current detailed budget projections for the fiscal years the trial court would either be contributing to or receiving distributions from the TCTF fund balance held on the court's behalf

N/A

C. Identification of all costs, by category and amount, needed to fully implement the project

N/A

D. A specific funding and expenditure schedule identifying the amounts to be contributed and expended, by fiscal year

Please see attached.

A specific funding and expenditure schedule identifying the amounts related to the proposal to be contributed and expended, by fiscal year

Description	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Total
Contribution	9,229								**9,229**
Expenditures		3,500	3,500	2,229					**9,229**
Cumulative Balance	**9,229**	**5,729**	**2,229**	-	-	-	-	-	**18,458**

APPLICATION FOR TCTF FUNDS HELD ON BEHALF OF THE COURT

Please check the type of request:

☐ **NEW REQUEST** *(Complete Section I, III, and IV only.)*

X **AMENDED REQUEST** *(Complete Sections I through IV.)*

SECTION I: GENERAL INFORMATION

SUPERIOR COURT: Lake	**PERSON AUTHORIZING REQUEST** *(Presiding Judge or Court Executive Officer)*: **Krista LeVier**	
	CONTACT PERSON AND CONTACT INFO: Michaela Noland Michaela.noland@lake.courts.ca.gov **707-263-2374, x2263**	
DATE OF SUBMISSION: 7/27/2023	**TIME PERIOD COVERED BY THE REQUEST, INCLUDING CONTRIBUTION AND EXPENDITURE:** **FY22– FY23**	**REQUESTED AMOUNT:** **Retracting original request. ($30,000)** **No amount requested**

REASON FOR REQUEST *(Please briefly summarize the purpose for this request, including a brief description of the project/proposal. Use attachments if additional space is needed.)*:

The Court contracted with Journal Technologies on 6/29/21 to develop and implement an interface between the Probation Department and Court's case management systems.

~~The project cost was contracted at $30,000. The Court encumbered the funds at the end of Fiscal Year 2020. The funds will not be expensed by the end of Fiscal Year 2022. The Court does not wish to lose the investment. We were unable to proceed with the interface because the Probation Department was contemplating the purchase of a new case management system. A decision was made mid fiscal year 2022/23 to stay with their current system, Tyler. The project can now start to move forward. It is anticipated that the creation of the interface will take more time as the court and the Probation Department have different case management systems that will need to interface with each other. The Probation Department interface has an estimated implementation date of 6/30/2024.~~

The court is retracting request.

SECTION II: AMENDED REQUEST CHANGES

A. Identify sections and answers amended.
~~**Entire request**~~**All sections**

B. Provide a summary of the changes to the request.
The court was able to disencumber FY20-21 funds in the amount of $30,000 due to the fund balance being $30,000 under the cap. Therefore the court is retracting the request.

SECTION III: TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE

A. Explain why the request does not fit within the court's annual operational budget process and the three-year encumbrance term.

~~This is a one time expense that has unfortunately been delayed. The interface project has been delayed for a few different reasons beyond the control of the Court.~~

~~1. The COVID-19 pandemic was the main cause for the delay, which slowed down the project with staff shortages and availability for vendor development and testing. The pandemic had a domino effect causing reasons #2 and #3.~~

2. Coordination between the Probation Department and their case management system vendors has been slower than expected. They Probation Department did not decide on a case management vendor until mid FY22/23. This was necessary in order to begin the interface project.

APPLICATION FOR TCTF FUNDS HELD ON BEHALF OF THE COURT (Continued)

SECTION III (continued): TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE

B. How will the request enhance the efficiency and/or effectiveness of court operations, and/or increase the availability of court services and programs?

The data interface will reduce staff time in case processing. The interface will also improve data accuracy between the Court and the Probation Department. Currently, a large amount of correspondence is mailed between the Court and the Probation Department. Data will no longer be required to be printed, sent to the Probation Department and then data entered into the Probation Department system, and vice versa.

C. If a cost efficiency, please provide cost comparison (table template provided).

There will be some payroll savings however it is too early to estimate. Initial savings will be offset by costs for configuration, testing and implementation.

D. Describe the consequences to the court's operations if the court request is not approved.

If the data interface is not completed, the efficiencies explained in section B above will not be realized. The funding will be lost and the advantages to the public will not be realized as explained in section E.

E. Describe the consequences to the public and access to justice if the court request is not approved.

The data interface will decrease the amount of time it takes for court information to be shared with the Probation Department. For example, when a judge orders a fine or victim restitution in the courtroom, the information will be sent electronically, directly to the Probation Department. The Probation Department will have the information in their system immediately. This will ensure transfer of correct information in a timely manner. This will decrease the time the Probation Department has to wait for documents from the court and potentially decrease the amount of time it takes for payment of fines and victim restitution. Probation sentencing recommendations will also be transferred to the court in a timely manner to ensure a steady case flow. If the project is not completed there will be no benefit to the public.

F. What alternatives has the court identified if the request is not approved, and why is holding funding in the TCTF the preferred alternative?

No suitable alternatives.

SECTION IV: FINANCIAL INFORMATION

Please provide the following *(table template provided for each)*:

A. Three-year history of year-end fund balances, revenues, and expenditures

N/A

B. Current detailed budget projections for the fiscal years the trial court would either be contributing to or receiving distributions from the TCTF fund balance held on the court's behalf

N/A

C. Identification of all costs, by category and amount, needed to fully implement the project

N/A

D. A specific funding and expenditure schedule identifying the amounts to be contributed and expended, by fiscal year

~~**Please see attached.**~~

APPLICATION FOR TCTF FUNDS HELD ON BEHALF OF THE COURT

Please check the type of request:

☐ **NEW REQUEST** *(Complete Section I, III, and IV only.)*

☒ **AMENDED REQUEST** *(Complete Sections I through IV.)*

SECTION I: GENERAL INFORMATION

SUPERIOR COURT: Mariposa	**PERSON AUTHORIZING REQUEST** *(Presiding Judge or Court Executive Officer)*: **Court Executive Officer**	
	CONTACT PERSON AND CONTACT INFO: **Desire Leard**	
DATE OF SUBMISSION: 8/4/2023	**TIME PERIOD COVERED BY THE REQUEST, INCLUDING CONTRIBUTION AND EXPENDITURE:**	**REQUESTED AMOUNT:** **$405,589.00**

REASON FOR REQUEST *(Please briefly summarize the purpose for this request, including a brief description of the project/proposal. Use attachments if additional space is needed.)*:

We would like funds held on behalf of the trial court for a project that will extend past the fiscal year to improve the courts workspace layout for the court offices include the extension of the public counters, adhering to the ADA standards, new flooring and interior painting and wire clean up, while including a more conducive and ergonomically set up to allow more efficiencies within the office.

The public counterspace is not sufficient for public use. It's easy to underestimate the importance of this detail. This is the first stop in the courthouse after a member of the public passed through security, to pick up paperwork, drop off paperwork, seek out directions and obtain answers to general questions in a small area. There is no room for someone to set their paperwork down, sign documents, and there is not a handicap counterspace. People ha leaned on the countertop over the years and it requires continual management of stabilization. There are several factors that need to be addressed usage, durability, sanitation, and the level of visual appeal needed for each countertop. Added to the counter would be a store front glass protection, that would add a layer of protection both for public and staff's security and health. The court would like to extend the counter length and safety incorporating another door that is not used currently and is blocked by a bulky cubical. The court would like staff to face forward and have a more visual attention to the public.

The flooring in the offices at the historic courthouse have endured many years of wear and tear, the carpet is wavy, constantly being fixed as it is a tripping hazard, the discoloration is very noticeable, very outdated, the carpet is past the prime of its life. The carpet originally appears to be a low-grade carpet and very thin and tattered from the multi years of vacuuming and tightening. The project will consist of complete replacement of the tattered carpeting throughout the offices, removal and installation of new base, asbestos testing, and removal and/or reinstallation of fixtures, seating and other furniture. Temporary fixes such as stretching, tacking, and gluing the carpet is no longer a safe and viable option for repair of the carpet. The walls look dingy, discoloration is starting to be very noticeable where the janitorial cleans, you can see when someone brushes up against the wall as it leaves distinctive markings. With the most recent years of multiple wildfires that had packed in smoke in our town, you can sometimes get the distinct smell of smoke mixed with the historic dust.

The staff is limited to the useable space at each workstation. Each station is full of working constraints as there is more office equipment used for day-to-day operations i.e.: computer, printer, scanners, phones. There is not enough work surface desktop for staff to use. Some desks have peeling components on the sides where the traffic flows or where the staff member sits., others give splinters as the wood chips off and is uneven. It is uncomfortable to sit for a long length of time in the setup we have tried to adapt to.

The staff chairs are wearing out and are reaching the lifespan for usage and will no longer have what is left for an ergonomic support. Before the stage of increased funding for repairs due to the aging chairs, the court would like a full replacement of court staff chairs by replacing the task chairs with a quality replacement chair, court personnel will have use of a chair that offers the latest in ergonomic support and it will also lead to a drop in repair related costs.

With the new wiring and power added to the network and infrastructure there was no cleanup of the old wires and pulling them out as it was not included in the scope of work. They are out of view from the public but not the staff and those who are able to be in the designated area. The unused cables are just hanging out of the wall, cut off location, leaving no room for growth or updates as the old wires are still all jammed up in the location of where they were once connected. Someone would also need to crawl under the building to pull additional wiring out.

SECTION II: AMENDED REQUEST CHANGES

A. Identify sections and answers amended.

Amount requested includes both fiscal years 2021-2022 and 2022-2023 year fund balance overages
Reason for request
Section II
Section III
Section IV

B. Provide a summary of the changes to the request.

Adding to this request is updating the court flooring, interior painting, renovating the public counters with an extension to provide a handicap compliant service counter for each office to provide better assistance to customers with disabilities, store front protection on all fronts for both the customer and the court employee while maintaining the current structure of the office walls. The offices have not been painted nor floor replaced in decades. Replacement of decades old desks (furniture), storage cabinets and chairs for operations and administrative office to be more conducive with an ergonomic set up to allow more efficiencies within the offices. The workplace environment directly impacts employee productivity, making sure the right balance is taken into consideration for the public and the staff is key. Furthermore, leaving our facility's carpeting in its current state of disrepair can harm the publics' trust and confidence in our institutions as this facility gives the appearance that our court is not a good steward of public resources and places little value on our purpose and the public we serve.

SECTION III: TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE

A. **Explain why the request does not fit within the court's annual operational budget process and the three-year encumbrance term.**

We are in a rural community; many vendors are located hours away. We will need to either go out for a RFP or locate a piggyback opportunity. This process is not overnight and may take serval months. While we are small, we still need to maintain the same functions to keep the court running smoothly. We are in the process of one of the largest events for our court, converting to a new CMS. We have limited people to do all the same job functions**.** We have started reached out to the JCC facilities and the county, some of the projects are already in the planning stages but did not have solid information to be part of the encumbering process and missed the timelines. It would be difficult to fit the substantial amount of funding needed to complete the project into our regular operational budget. To complete the project, the Court must use multiyear savings. Approval of this request will allow personnel to utilize a new desk and chair that is more ergonomically up to date with the latest models offered including the functionality of the new equipment that supports the courts CMS; the clean up of the wiring, update to the flooring and refreshed walls.

APPLICATION FOR TCTF FUNDS HELD ON BEHALF OF THE COURT (Continued)

SECTION III (continued): TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE

B. How will the request enhance the efficiency and/or effectiveness of court operations, and/or increase the availability of court services and programs?

We have a historical court setting and facility. The workstations and layout do not work for the flow of the court any longer. We are scheduled to go live with the new case management system that will aid in some areas. We also need a more ergonomic setting for the staff. This will allow the staff to become more efficient and productive with a better layout and setting. This will also flow to the visual aide of the public when they come in to see a more dignified office. Operating a facility with wavey and tattered carpeting, dingy and discoloring walls poses a

significant hazard to all persons who must carry-out the day-to-day functions of the Court and/or conduct business within the facility, greatly increasing the chances that a slip and fall will occur and allergy inflammation.

C. If a cost efficiency, please provide cost comparison (table template provided).

n/a

D. Describe the consequences to the court's operations if the court request is not approved.

The court will be reduced by the allocated money provided to the court. The court may not have a future opportunity to improve the situation of the lay out in the future. If this request is not approved, the Court will see an increase in related repair costs for the desks and chair failures. In addition, personnel could likely encounter ergonomic related issues given the seat cushions and seat backs are worn to the point of not providing the required support originally designed for the chairs.

E. Describe the consequences to the public and access to justice if the court request is not approved.
The public will see tired, out of date and worn-out items that the court has to work with. The tripping hazards remain with seams and wavey carpet, watching staff trip while bringing out files for review or filing is embarrassing and could possibly cause injury. Adding on to the counter to have a better flow and ADA ability will show the public that we are here to help all. There will not be a dignified and uniform look to the office. When an appearance is stepped up it shows that one cares, this brings a domino effect with staff. Court personnel need adequate office furniture and equipment to perform their job functions. If they are having to operate in an environment without office furniture and equipment that is in good condition, it can negatively affect the work product. They would feel more confident and be able to provide better service to the public but if not approved this be a deferred project for another time that may or may not come.

F. **What alternatives has the court identified if the request is not approved, and why is holding funding in the TCTF the preferred alternative?** The court has not identified alternatives that will meet the needs of the court at this time. This the only option we must allow our court time to seek out a proper vendor to work with and get the desired effect. Holding the funding allows the court to have the proper amount of money dedicated to this project. Should this request not be approved, the Court could be faced with funding the project in very small steps over a period as funding resources allow due to the large upfront cost it would take to complete the entirety of the replacement project. This would not be a good alternative given the poor condition of the furniture and as they are all of a similar age and condition, the lack of ADA counter and counterspace.

SECTION IV: FINANCIAL INFORMATION

Please provide the following *(table template provided for each)*:

A. Three-year history of year-end fund balances, revenues, and expenditures
Included

B. Current detailed budget projections for the fiscal years the trial court would either be contributing to or receiving distributions from the TCTF fund balance held on the court's behalf
Exact amount is unknown at this time

C. Identification of all costs, by category and amount, needed to fully implement the project

Exact amount is unknown at this time

D. A specific funding and expenditure schedule identifying the amounts to be contributed and expended, by fiscal year

Exact amount is unknown at this time

Prior three-year history of year-end fund balances, revenues, and expenditures

FY 2020-21	FUNDS							
Description	**General**	**Special Revenue Non-Grant**	**Special Revenue Grant**	**Capital Projects**	**Debt Service**	**Proprietary**	**Fiduciary**	**TOTAL**
Beginning Balance								-
Revenues	320,364							**320,364**
Expenditures	109,362							**109,362**
Operating Transfers In (Out)								-
Ending Fund Balance	**211,002**	-	-	-	-	-	-	**211,002**

FY 2021-22	FUNDS							
Description	**General**	**Special Revenue Non-Grant**	**Special Revenue Grant**	**Capital Projects**	**Debt Service**	**Proprietary**	**Fiduciary**	**TOTAL**
Beginning Balance								-
Revenues	469,628	41,082						**510,710**
Expenditures	127,734							**127,734**
Operating Transfers In (Out)								-
Ending Fund Balance	**341,894**	**41,082**	-	-	-	-	-	**382,976**

FY 2022-23	FUNDS							
Description	**General**	**Special Revenue Non-Grant**	**Special Revenue Grant**	**Capital Projects**	**Debt Service**	**Proprietary**	**Fiduciary**	**TOTAL**
Beginning Balance								-
Revenues	1,447,234	47,211						**1,494,445**
Expenditures	853,004							**853,004**
Operating Transfers In (Out)								-
Ending Fund Balance	**594,230**	**47,211**	-	-	-	-	-	**641,441**

Identification of all costs, by category and amount, needed to fully implement the project

Expenses Category		Amount
GL Account	**Description**	
900000	Salaries	
910000	Staff Benefits	
920001	General Expense	
924000	Printing	
925000	Telecommunications	
926000	Postage	
928000	Insurance	
929000	Travel in State	
931000	Travel Out of State	
933000	Training	
934000	Security	
935000	Facilities Operations	150,000
936000	Utilities	
938000	Contracted Services	75,000
940000	Consulting and Professional Services - County Provided	75,000
943000	Information Technology (IT)	8,000
945000	Major Equipment	97,589
950000	Other Items of Expense	
972000	Other	
973000	Debt Service	
983000	Court Construction	
990000	Distributed Administration & Allocation	
Total		**405,589**

A specific funding and expenditure schedule identifying the amounts related to the proposal to be contributed and expended, by fiscal year

Original Request:

Description	FY 2021-22	FY 2022-23	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	**Total**
Contribution	50,000	-	-	-	-	-	-	-	**50,000**
Expenditures									**-**
Cumulative Balance	**50,000**	**50,000**	**50,000**	**50,000**	**50,000**	**50,000**	**50,000**	**50,000**	**50,000**

Amended request

Description	FY 2021-22	FY 2022-23	FY 2023-24	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	**Total**
Contribution	53,753	351,836							**405,589**
Expenditures		53,753	351,836						**405,589**
Cumulative Balance	**53,753**	**351,836**	**-**	**-**	**-**	**-**	**-**	**-**	**-**

APPLICATION FOR TCTF FUNDS HELD ON BEHALF OF THE COURT

Please check the type of request:

☐ **NEW REQUEST** *(Complete Section I, III, and IV only.)*

☒ **AMENDED REQUEST** *(Complete Sections I through IV.)*

SECTION I: GENERAL INFORMATION

SUPERIOR COURT: Click here to enter court **MONO**	**PERSON AUTHORIZING REQUEST** *(Presiding Judge or Court Executive Officer)*: **Lester Perpall**	
	CONTACT PERSON AND CONTACT INFO: **Tammy Laframboise 760-923-2304**	
DATE OF SUBMISSION: 8/4/2023	**TIME PERIOD COVERED BY THE REQUEST, INCLUDING CONTRIBUTION AND EXPENDITURE:** **FY 17-18 – FY 24-25**	**REQUESTED AMOUNT:** **$167,532**

REASON FOR REQUEST *(Please briefly summarize the purpose for this request, including a brief description of the project/proposal. Use attachments if additional space is needed.)*:

Technology request-funds to replace and or repair courtroom audio visual control system- our court has a sophisticated courtroom audiovisual (AV) control system that includes software and hardware with function control integration and courtroom microphones, with phone lines integrated into the AV system, sound masking, and window coverings and displays for evidence presentation. The AV control system was installed 7 years ago. Over the last couple of years we've experienced minor AV system failures, such as failure of the integrated phone line to function. We are concerned that our AV system may have a major failure. Given the crucial function of the AV systems to courtroom operations, we want to be proactive in replacing and or repairing the courtroom AV system prior to a total system failure.

SECTION II: AMENDED REQUEST CHANGES

A. Identify sections and answers amended.

SECTION I, SECTION IV.D TAB & SECTION IV.D AMENDED TAB.

B. Provide a summary of the changes to the request.

This project is being pushed further out in time and will take place during FY 23-24 and FY 24-25.

SECTION III: TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE

A. Explain why the request does not fit within the court's annual operational budget process and the three-year encumbrance term.

We recently reached full staffing of all vacant positions, so we do not have much flexibility in our current budget given the 1% reserve limitation. It would be difficult to fit this substantial amount of funding into our regular operational budget. We intend to maximize the useful life of our current courtroom audiovisual systems which may extend beyond the three-year encumbrance term. In other words, we do not want to replace the current AV systems until absolutely necessary and want the funding available to do so.

SECTION III (continued): TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE

B. How will the request enhance the efficiency and/or effectiveness of court operations, and/or increase the availability of court services and programs?

Maintaining the essential courtroom AV functions assures that parties, court staff and judges are able to complete all essential courtroom functions in a manner accessible to the public. As an example, if our microphone and speakers are not working properly, parties and/or witnesses will not be understood by the judge or other parties. The public will not be able to follow the proceedings and the court will fail to provide the accessibility and transparency expected in court proceedings.

C. If a cost efficiency, please provide cost comparison (table template provided).

D. Describe the consequences to the court's operations if the court request is not approved.

We may have to find technical workarounds if our courtroom AV system is not working properly. For example, in proceedings where courtcall has been requested and the integrated phone line in the AV system is not working properly, we may need to bring in a standalone plug-in conference call phone unit and place it centrally in the courtroom and hope that all parties and the judge can hear whoever is participating by courtcall. Unfortunately, we've had experience in doing so and frequently the public would be unable to hear or understand anything being said by the person participating by court call using this workaround.

E. Describe the consequences to the public and access to justice if the court request is not approved.

See answers to B and D.

F. What alternatives has the court identified if the request is not approved, and why is holding funding in the TCTF the preferred alternative?

The only alternative we would have is to make some significant sacrifice in current budget to pay for a short-term fix and make a supplemental budget request to get a permanent fix or replacement of the courtroom AV system. Obviously, until a short-term fix is taking care of and the long-term fix or replacement is accomplished, our courtrooms will suffer with the lack of functionality of an essential part of courtroom functionality, the ability for parties, judges and court staff and the general public to see and hear what is going on in the courtroom. If funding is being held for this purpose, our court can quickly address the problem and get our courtrooms back to full functioning much faster.

SECTION IV: FINANCIAL INFORMATION

Please provide the following *(table template provided for each)*:

A. Three-year history of year-end fund balances, revenues, and expenditures

SEE ATTACHED TCTF FUNDS HELD ON BEHALF TABLES TEMPLATE – FINAL, SEC. IV. A TAB

B. Current detailed budget projections for the fiscal years the trial court would either be contributing to or receiving distributions from the TCTF fund balance held on the court's behalf

SEE ATTACHED TCTF FUNDS HELD ON BEHALF TABLES TEMPLATE – FINAL, SEC. IV. B TAB

C. Identification of all costs, by category and amount, needed to fully implement the project

SEE ATTACHED TCTF FUNDS HELD ON BEHALF TABLES TEMPLATE – FINAL, SEC. IV. C TAB

D. A specific funding and expenditure schedule identifying the amounts to be contributed and expended, by fiscal year

SEE ATTACHED TCTF FUNDS HELD ON BEHALF TABLES TEMPLATE – FINAL, SEC. IV. D TAB

Prior three-year history of year-end fund balances, revenues, and expenditures

FY 2021-22	FUNDS							
Description	**General**	**Special Revenue Non-Grant**	**Special Revenue Grant**	**Capital Projects**	**Debt Service**	**Proprietary**	**Fiduciary**	**TOTAL**
Beginning Balance	**635,452**	**78,009**	-					**713,461**
Revenues	2,910,305	180,319	61,743					**3,152,367**
Expenditures	2,797,988	167,406	62,505					**3,027,899**
Operating Transfers In (Out)	(762)		762					-
Ending Fund Balance	**747,007**	**90,922**	-	-	-	-	-	**837,929**

FY 2020-21	FUNDS							
Description	**General**	**Special Revenue Non-Grant**	**Special Revenue Grant**	**Capital Projects**	**Debt Service**	**Proprietary**	**Fiduciary**	**TOTAL**
Beginning Balance	**584,526**	**65,178**	-					**649,704**
Revenues	2,594,936	88,695	71,918					**2,755,549**
Expenditures	2,544,009	75,864	71,919					**2,691,792**
Operating Transfers In (Out)	(1)		1					-
Ending Fund Balance	**635,452**	**78,009**	-	-	-	-	-	**713,461**

FY 2019-20	FUNDS							
Description	**General**	**Special Revenue Non-Grant**	**Special Revenue Grant**	**Capital Projects**	**Debt Service**	**Proprietary**	**Fiduciary**	**TOTAL**
Beginning Balance	**207,884**	**51,377**	-					**259,261**
Revenues	2,425,616	83,488	80,716					**2,589,820**
Expenditures	2,048,974	69,687	80,716					**2,199,377**
Operating Transfers In (Out)								-
Ending Fund Balance	**584,526**	**65,178**	-	-	-	-	-	**649,704**

Current detailed budget projections for the fiscal years the trial court would either be contributing to or receiving distributions from the TCTF fund balance held on the court's behalf

| | FY 2017-18 | | | FUNDS | | | | | | | | | | | | FY 2018-19 | | | FUNDS | | | | | | | | | | | | FY 2019-20 | | | FUNDS | | | | | | | | | | | | FY 2020-21 | | | FUNDS | | | | | | | | | | | | Select Fiscal Year | | | FUNDS | | | | | | | | | | | | Select Fiscal Year | | | FUNDS | | | | | | | | | | | | Select Fiscal Year | | | FUNDS | | | | | | | | | | | |
|---|---|---

Identification of all costs, by category and amount, needed to fully implement the project

Expenses Category		Amount
GL Account	**Description**	
900000	Salaries	
910000	Staff Benefits	
920001	General Expense	
924000	Printing	
925000	Telecommunications	
926000	Postage	
928000	Insurance	
929000	Travel in State	
931000	Travel Out of State	
933000	Training	
934000	Security	
935000	Facilities Operations	
936000	Utilities	
938000	Contracted Services	40,000
940000	Consulting and Professional Services - County Provided	
943000	Information Technology (IT)	
945000	Major Equipment	127,532
950000	Other Items of Expense	
972000	Other	
973000	Debt Service	
983000	Court Construction	
990000	Distributed Administration & Allocation	
Total		**167,532**

A specific funding and expenditure schedule identifying the amounts related to the proposal to be contributed and expended, by fiscal year

Original Request:

Description	FY 2017-18	FY 2019-20	FY 2022-23	FY 2024-25	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	**Total**
Contribution	40,000	127,532							**167,532**
Expenditures			60,000	107,532					**167,532**
Cumulative Balance	**40,000**	**167,532**	**107,532**	**-**	**-**	**-**	**-**	**-**	**-**

Amended request

Description	FY 2017-18	FY 2019-20	FY 2023-24	FY 2024-25	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	**Total**
Contribution	40,000	127,532							**167,532**
Expenditures			60,000	107,532					**167,532**
Cumulative Balance	**40,000**	**167,532**	**107,532**	**-**	**-**	**-**	**-**	**-**	**-**

APPLICATION FOR TCTF FUNDS HELD ON BEHALF OF THE COURT

Please check the type of request:

☐ **NEW REQUEST** *(Complete Section I, III, and IV only.)*

☒ **AMENDED REQUEST** *(Complete Sections I through IV.)*

SECTION I: GENERAL INFORMATION

SUPERIOR COURT: Monterey	**PERSON AUTHORIZING REQUEST** *(Presiding Judge or Court Executive Officer)*: **Chris Ruhl, CEO**	
	CONTACT PERSON AND CONTACT INFO: Colin Simpson **colin.simpson@monterey.courts.ca.gov** 831-775-5630	
DATE OF SUBMISSION: 9/21/2022	**TIME PERIOD COVERED BY THE REQUEST, INCLUDING CONTRIBUTION AND EXPENDITURE:** FY 2022-2023 THROUGH FY 2026-27	**REQUESTED AMOUNT:** **$25,000**

REASON FOR REQUEST *(Please briefly summarize the purpose for this request, including a brief description of the project/proposal. Use attachments if additional space is needed.)*:

Amendment: Due to an estimated opening date of 2028, the consultant services will likely be needed through FY 2026–2027. The request reflects an expanded time period through FY 2026–2027.

The purpose of this request is to fund the services of a consultant to advise the Monterey County Superior Court on the design and construction of the new Fort Ord Courthouse.

Fort Ord Courthouse Project Description

- *Location: Divarty Street and 2nd Avenue, Seaside, CA 93955*
- *Approximately a 5-acre site*
- *3-Story, 83,000 gross-square-foot courthouse*
- *Seven multi-purpose courtrooms, chambers, holding cells, jury assembly room, self-help center and administrative offices*
- *Approximately 280 above-ground parking spaces*
- *Secured judicial officer parking area*
- *Photovoltaic solar panels in the parking area*
- *Cases to be heard at the Fort Ord Courthouse are family law, probate, and civil.*

The Court plans to contract with a construction consultant during the design/build phase of the new Fort Ord Courthouse. The Court does not have the staffing with the skillset and time to fully dedicate to the specialized design of the new Fort Ord Courthouse project. The project consultant under this contract will assist the Court in the review of the facility design and provide guidance on decision points to respond to the project manager's and architect's inquiries in a timely and informed way.

The construction consultant for the new Fort Ord Courthouse project will work closely with the Presiding Judge and Court Administration to effectively provide input, when required, in the review of floor plans, requests for information documents and help in the preparation of recommendations on key decision points during the design and construction phases of the project.

SECTION II: AMENDED REQUEST CHANGES

A. Identify sections and answers amended.
Section I, Expanded time period through FY 2026–2027. Reason for Request, Section IV.

B. Provide a summary of the changes to the request.

Section I, Expanded time period to through FY 2026–2027 due to to an estimated opening date of 2028. Sections IVA through D were updated to reflect the additional year in court budgets, fund balances, and timing of project expenditures. Section IVB could not be updated for FY 2023–2024 as the court is still in contract negotiations with represented staff but will update the worksheet once the budget is finalized.

SECTION III: TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE

A. Explain why the request does not fit within the court's annual operational budget process and the three-year encumbrance term.

These funds reflect one-time costs to contract with a construction consultant for the new Fort Ord Courthouse. The one-time costs to contract with a construction consultant is dependent on the project's timeline.

APPLICATION FOR TCTF FUNDS HELD ON BEHALF OF THE COURT (Continued)

SECTION III (continued): TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE

B. How will the request enhance the efficiency and/or effectiveness of court operations, and/or increase the availability of court services and programs?

The Court plans to use one-time funds for contracting with a construction consultant for the new Fort Ord Courthouse to review the new facility's design and obtain guidance on decision points to ensure court-operational efficiencies.

C. If a cost efficiency, please provide cost comparison (table template provided).
N/A

D. Describe the consequences to the court's operations if the court request is not approved.
The Court needs the expertise of a consultant to successfully collaborate and effectively participate in the design and construction of the new Fort Ord Courthouse project. If this request is not approved, the response to inquiries by the project manager and/or consultant may be delayed or lack the expertise of a professional with the skillset in the construction of public facilities. Ultimately, the final design and construction drawings may not reflect the Court operational efficiencies that could have been contributed by having a construction consultant onboard advising the Court.

E. Describe the consequences to the public and access to justice if the court request is not approved.

The Court plans to continue to work collaboratively with the JCC's Facilities Services in this effort. However, if this request is not approved, the Court's participation in ensuring access to justice in the facilities design may be limited. By having a construction consultant to assist the Court in the review of the new Fort Ord Courthouse design, the construction team may obtain better guidance from on major decision points that will ensure court-operational efficiencies in the construction plans and reflect the facility configurations in the design floorplans that will ensure access to justice.

F. What alternatives has the court identified if the request is not approved, and why is holding funding in the TCTF the preferred alternative?

As an alternative, if this request is not approved, the Court would continue to dedicate existing Executive Management and administrative staff to provide input in the programming and construction design for the new Fort Ord Courthouse. The approval of this application is a much better alternative to ensure the success of the construction of the new Fort Ord Courthouse.

SECTION IV: FINANCIAL INFORMATION

Please provide the following *(table template provided for each)*:

A. Three-year history of year-end fund balances, revenues, and expenditures
See attached

B. Current detailed budget projections for the fiscal years the trial court would either be contributing to or receiving distributions from the TCTF fund balance held on the court's behalf
See attached

C. Identification of all costs, by category and amount, needed to fully implement the project
See attached

D. A specific funding and expenditure schedule identifying the amounts to be contributed and expended, by fiscal year
See attached

Prior three-year history of year-end fund balances, revenues, and expenditures

FY 2022-23	FUNDS							
Description	**General**	**Special Revenue Non-Grant**	**Special Revenue Grant**	**Capital Projects**	**Debt Service**	**Proprietary**	**Fiduciary**	**TOTAL**
Beginning Balance	**1,593,499**	**1,238,931**	-	-	-	-	-	**2,832,430**
Revenues	29,710,696	1,495,552	865,314	-	-	-	-	**32,071,562**
Expenditures	28,944,113	1,257,281	1,327,544	-	-	-	-	**31,528,938**
Operating Transfers In (Out)	(462,230)		462,230	-	-	-	-	-
Ending Fund Balance	**1,897,852**	**1,477,201**	-	-	-	-	-	**3,375,053**

FY 2021-22	FUNDS							
Description	**General**	**Special Revenue Non-Grant**	**Special Revenue Grant**	**Capital Projects**	**Debt Service**	**Proprietary**	**Fiduciary**	**TOTAL**
Beginning Balance	**1,807,023**	**1,051,941**	-	-	-	-	-	**2,858,964**
Revenues	26,620,111	1,130,177	688,555	-	-	-	-	**28,438,843**
Expenditures	26,494,236	943,439	1,027,702	-	-	-	-	**28,465,377**
Operating Transfers In (Out)	(339,399)	252	339,147	-	-	-	-	-
Ending Fund Balance	**1,593,499**	**1,238,931**	-	-	-	-	-	**2,832,430**

FY 2020-21	FUNDS							
Description	**General**	**Special Revenue Non-Grant**	**Special Revenue Grant**	**Capital Projects**	**Debt Service**	**Proprietary**	**Fiduciary**	**TOTAL**
Beginning Balance	**1,231,917**	**873,000**	-					**2,104,917**
Revenues	24,565,282	550,258	674,882					**25,790,421**
Expenditures	23,672,052	373,161	991,161					**25,036,374**
Operating Transfers In (Out)	(318,123)	1,844	316,279					-
Ending Fund Balance	**1,807,023**	**1,051,941**	-	-	-	-	-	**2,858,964**

Current detailed budget projections for the fiscal years the trial court would either be contributing to or receiving distributions from the TCTF fund balance held on the court's behalf

	FY 2022-23			FUNDS																																																	
									Select Fiscal Year								Select Fiscal Year								Select Fiscal Year								Select Fiscal Year								Select Fiscal Year								Select Fiscal Year							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES																																																						
State Financing Sources	29,472,012	1,515,224	-	-	-	-	-	30,987,236								-								-								-								-								-								-
Grants			955,323	-	-	-	-	955,323								-								-								-								-								-								-
Other Financing Sources	400,501	404,446	-	-	-	-	-	804,947								-								-								-								-								-								-
TOTAL REVENUES	**29,872,513**	**1,919,670**	**955,323**	-	-	-	-	**32,747,506**	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
EXPENDITURES																																																						
Salaries	**15,434,367**	**185,181**	**540,263**	-	-	-	-	**16,161,811**								-								-								-								-								-								-
Staff Benefits	**8,723,263**	**85,470**	**317,727**	-	-	-	-	**9,126,460**								-								-								-								-								-								-
General Expense	**906,607**	-	**39,181**	-	-	-	-	**945,788**								-								-								-								-								-								-
Postage	**130,000**	-	-	-	-	-	-	**130,000**								-								-								-								-								-								-
Telecommunications	**168,093**	-	-	-	-	-	-	**168,093**								-								-								-								-								-								-
Postage	**130,000**	-	-	-	-	-	-	**130,000**								-								-								-								-								-								-
Insurance	**22,000**	-	-	-	-	-	-	**22,000**								-								-								-								-								-								-
Travel in State	**39,200**	-	-	-	-	-	-	**39,200**								-								-								-								-								-								-
Travel out of State	**2,000**	-	-	-	-	-	-	**2,000**								-								-								-								-								-								-
Training	**57,546**	-	**29,436**	-	-	-	-	**61,982**								-								-								-								-								-								-
Security	**693,800**	-	-	-	-	-	-	**693,800**								-								-								-								-								-								-
Facilities Operations	**762,604**	-	-	-	-	-	-	**762,604**								-								-								-								-								-								-
Utilities	-	-	-	-	-	-	-	-								-								-								-								-								-								-
Contracted Services	**2,278,364**	**142,345**	-	-	-	-	-	**2,420,709**								-								-								-								-								-								-
Consulting and Professional Services - Direct Business	**22,367**	**1,169,326**	-	-	-	-	-	**1,191,693**								-								-								-								-								-								-
Information Technology (IT)	**584,438**	-	**4,200**	-	-	-	-	**588,638**								-								-								-								-								-								-
Major Equipment	**517,122**	-	**283,803**	-	-	-	-	**800,925**								-								-								-								-								-								-
Other Items of Expense	**12,010**	-	-	-	-	-	-	**12,010**								-								-								-								-								-								-
Juror Costs	**172,179**	-	-	-	-	-	-	**172,179**								-								-								-								-								-								-
Other	-	-	-	-	-	-	-	-								-								-								-								-								-								-
Debt Service	-	-	-	-	-	-	-	-								-								-								-								-								-								-
Joint Construction	-	-	-	-	-	-	-	-								-								-								-								-								-								-
Distributed Administration & Allocation	**(150,000)**	**46,015**	**104,139**	-	-	-	-	**17,554**								-								-								-								-								-								-
Prior Year Expense Adjustment	**(6,14)**	**7,588**	-	-	-	-	-	**1,445**								-								-								-								-								-								-
TOTAL EXPENDITURES	**30,851,536**	**1,639,857**	**1,373,729**	-	-	-	-	**33,865,122**	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)	**(413,850)**	-	**413,850**					-								-								-								-								-								-								-
Fund Balance (Deficit)																																																						
Beginning Balance (Deficit)	**1,555,499**	**1,230,501**	-					**2,832,430**	**990,670**	**1,118,764**	-	-	-	-	-	**2,109,434**	**990,670**	**1,118,764**	-	-	-	-	-	**2,109,434**	**990,670**	**1,116,764**	-	-	-	-	-	**2,109,434**	**990,670**	**1,118,764**	-	-	-	-	-	**2,109,434**	**990,670**	**1,118,764**	-	-	-	-	-	**2,109,434**	**990,670**	**1,118,764**	-	-	-	-	-	**2,109,434**
Ending Balance (Deficit)	**990,670**	**1,118,764**	-	-	-	-	-	**2,109,434**	**990,670**	**1,118,764**	-	-	-	-	-	**2,109,434**	**990,670**	**1,118,764**	-	-	-	-	-	**2,109,434**	**990,670**	**1,118,764**	-	-	-	-	-	**2,109,434**	**990,670**	**1,118,764**	-	-	-	-	-	**2,109,434**	**990,670**	**1,118,764**	-	-	-	-	-	**2,109,434**	**990,670**	**1,118,764**	-	-	-	-	-	**2,109,434**

Identification of all costs, by category and amount, needed to fully implement the project

Expenses Category		Amount
GL Account	**Description**	
900000	Salaries	-
910000	Staff Benefits	-
920001	General Expense	-
924000	Printing	-
925000	Telecommunications	-
926000	Postage	-
928000	Insurance	-
929000	Travel in State	-
931000	Travel Out of State	-
933000	Training	-
934000	Security	-
935000	Facilities Operations	-
936000	Utilities	-
938000	Contracted Services	25,000
940000	Consulting and Professional Services - County Provided	-
943000	Information Technology (IT)	-
945000	Major Equipment	-
950000	Other Items of Expense	-
972000	Other	-
973000	Debt Service	-
983000	Court Construction	-
990000	Distributed Administration & Allocation	-
Total		**25,000**

A specific funding and expenditure schedule identifying the amounts related to the proposal to be contributed and expended, by fiscal year

Original Request:

Description	FY 2022-23	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	**Total**
Contribution	25,000								**25,000**
Expenditures	25,000								**25,000**
Cumulative Balance	-	-	-	-	-	-	-	-	-

Amended request

Description	FY 2022-23	FY 2023-24	FY 2024-25	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	**Total**
Contribution	25,000								**25,000**
Expenditures			25,000						**25,000**
Cumulative Balance	**25,000**	**25,000**	-	-	-	-	-	-	-

APPLICATION FOR TCTF FUNDS HELD ON BEHALF OF THE COURT

Please check the type of request:

☐ **NEW REQUEST** *(Complete Section I, III, and IV only.)*

☒ **AMENDED REQUEST** *(Complete Sections I through IV.)*

SECTION I: GENERAL INFORMATION

SUPERIOR COURT: San Benito	**PERSON AUTHORIZING REQUEST** *(Presiding Judge or Court Executive Officer)*: **Tarry Singh, Court Executive Officer**	
	CONTACT PERSON AND CONTACT INFO: **David Aguirre, CFO (831) 636-4057 ext 212**	
DATE OF SUBMISSION: 8/3/2023	**TIME PERIOD COVERED BY THE REQUEST, INCLUDING CONTRIBUTION AND EXPENDITURE:** **FY19-20 THROUGH FY23-24**	**REQUESTED AMOUNT:** **$643,853 (previously held)** **-$484,137 (used/encumbered)** **$159,716 (requested for extention)**

REASON FOR REQUEST *(Please briefly summarize the purpose for this request, including a brief description of the project/proposal. Use attachments if additional space is needed.)*:

In support of the technology and legal compliance goals of the Superior Court of California, County of San Benito ("Court"), the Court respectfully requests that the Judicial Council hold the requested amount on the Court's behalf. The requested amount will be used on technology and legal projects, as further described below.

Digitization. The Court is preparing to enter the second phase of its project to digitize physical case files held at an off-site storage facility. As part of the project, the Court will identify and digitize case files that must be retained. In addition, any case files that are beyond their retention period will be destroyed as part of the project. This project will reduce the Court's storage costs, and make the remaining case files more easily accessible to the Court and the public.

Information Technology Hosting. The Court's case management system, email, and other critical information technology tools are currently hosted remotely by another court. Recent electrical and telecommunications disruptions have left the Court unable to conduct court business. The Court wishes to conduct a study of hosting alternatives that may be less prone to disruption, such as local hosting, or switching to a cloud-based solution hosted by a third party.

Voice over Internet Protocol Telephone System. The Court is in the process of upgrading or replacing its current voice over Internet Protocol ("VoIP") phone system.

Electronic Calendar Boards. The Court is in the process of upgrading or replacing its electronic calendar boards.

Legal Projects. The Court has entered into an agreement for the completion of certain legal projects. The projects include updating the Court's local rules, updating the Court's local contracting manual, and completing required collections reporting. The completion of these projects will allow the Court to ensure compliance with its legal obligations.

SECTION II: AMENDED REQUEST CHANGES

A. Identify sections and answers amended.

SECTION I:
PERSON AUTHORIZING REQUEST (Court has new CEO)
CONTACT PERSON AND CONTACT INFO (Court has new CFO)
TIME PERIOD COVERED BY THE REQUEST, INCLUDING CONTRIBUTION AND EXPENDITURE (requesting extended time period)
REQUESTED AMOUNT (reduced amount to remaining balance)

B. Provide a summary of the changes to the request.

It is respectfully requested that the Superior Court, County of San Benito, be allowed to carry over funds held for continued use as noted in the original application. Originally, these projects were to take place during FY20/21-FY22/23, and the majority of the work has been initiated, however, due to limited staff resources in conjunction with vendor and supply limitations caused during the Covid-19 pandemic, the remaining balance for these projects need to be pushed out and plan to be completed in FY23/24.

Original Amount Held	643,853
Amount Spent/Encumbered	484,137
Balance to Request Held through FY23/24	159,716

SECTION III: TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE

A. Explain why the request does not fit within the court's annual operational budget process and the three-year encumbrance term.

Digitization. The digitization project involves significant one-time expenses that are not part of the Court's annual operational budget. The price of digitization could not be met out of the Court's annual operational budget without making significant cuts that would result in diminished service to the public. In order to complete the digitization project, the Court must use multiyear savings.

Information Technology Hosting. Because of the time required to establish the specifications for the study, and the complexity of procuring IT services in compliance with the Judicial Branch Contracting Manual, the procurement of the study will extend past the end of the current fiscal year. The study will involve significant one-time expenses that are not part of the Court's annual operational budget.

VoIP and Electronic Calendar Boards. Because of the time required to establish the specifications for the IT goods and services to be purchased, and the complexity of procuring the IT goods and services in compliance with the Judicial Branch Contracting Manual, the procurement process for the IT goods and services will extend past the end of the current fiscal year. The VoIP and electronic calendar board upgrades involve significant one-time expenses that are not part of the Court's annual operational budget. The purchase price of the upgrades could not be met out of the Court's annual operational budget without making significant cuts that would result in diminished service to the public. In order to complete the upgrades, the Court must use multiyear savings.

Legal Projects. The legal projects involve significant one-time expenses that are not part of the Court's annual operational budget.

APPLICATION FOR TCTF FUNDS HELD ON BEHALF OF THE COURT (Continued)

SECTION III (continued): TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE

B. How will the request enhance the efficiency and/or effectiveness of court operations, and/or increase the availability of court services and programs?

Digitization. Currently, when a Court employee or member of the public wishes to access a case file held at the off-site storage facility, a retrieval process occurs. The Court must send a request to the storage facility, and a storage facility employee must find the relevant box in the warehouse, pull the relevant file, and send it to the Court. This process can take several days, and the storage facility charges a fee for each file located and sent. If the case files are digitized, Court employees and members of the public will be able to access the files much more quickly. This will improve the efficiency of court operations. To the extent that the project identifies files that may be destroyed, the project will allow the Court to save on storage fees and use those savings to provide services to the public.

Information Technology Hosting. Recent outages in the existing remote hosting system have left the Court without access to its case management system, email, and other critical information technology tools. Without access to these tools, the Court is unable to conduct normal court operations. If the study determines that a hosting alternative less prone to disruption is feasible, the efficiency of the Court's operations will be enhanced.

VoIP. Upgrading or replacing the Court's VoIP phone system will ensure that court operations continue without interruptions and delays.

Electronic Calendar Boards. Upgrading or replacing the Court's electronic calendar boards will ensure that litigants, witnesses, jurors, and court visitors are able to orient themselves and quickly find their destinations.

Legal Projects. The local projects with help the Court ensure it provides effective court operations that comply with applicable law.

C. If a cost efficiency, please provide cost comparison (table template provided).

D. Describe the consequences to the court's operations if the court request is not approved.

Digitization. If the request is not approved, the digitization project will not be completed. Court employees will not have improved access to the case files. In addition, the Court will continue to incur storage fees for the case files, both those that must be retained and those that could have been destroyed.

Information Technology Hosting. If the request is not approved, the study will not be completed and the Court will continue to use the existing remote hosting system. The risk that an electrical or telecommunications disruption could shut down court operations will not be reduced.

VoIP. If the request is not approved, the Court may be unable to upgrade or replace the VoIP phone system. As the existing phone system continues to age, the Court anticipates failures that could cause interruptions and delays for Court employees. These interruptions and delays could disrupt court operations.

Electronic Calendar Boards. If the request is not approved, the Court may be unable to upgrade or replace the electronic calendar boards. As the existing electronic calendar boards continue to age, the Court anticipates failures that could cause confusion for litigants, witnesses, jurors, and court visitors.

Legal Projects. If the request is not approved, some or all legal projects will not be completed. The Court's local rules and local contracting manual will not be updated to reflect current law, increasing the risk that litigation or procurements could be conducted under outdated rules. Or, Court staff may be re-assigned to perform these legal projects. This would disrupt staff's ability to perform their normal court operations.

E. Describe the consequences to the public and access to justice if the court request is not approved.

Digitization. If the Court's request is not approved, the public will still have access to the case files, but the retrieval process will remain slow, and the case files will not be easily searchable.

Information Technology Hosting. There is a possibility that the study will reveal a more reliable hosting system, which would result in better service to the public and better access to justice. If the Court's request is not approved, the Court will be unable to complete the study and this possibility will be lost.

VoIP. If the request is not approved, the provision of services to the public could be subject to interruption and delay.

Electronic Calendar Boards. If the request is not approved and the existing electronic calendar boards fail, litigants, witnesses, jurors, and court visitors could be confused or inconvenienced.

Legal Projects. If the Court's request is not approved, Court staff may be re-assigned to perform these legal projects. This would reduce staff's ability to provide service to the public.

F. What alternatives has the court identified if the request is not approved, and why is holding funding in the TCTF the preferred alternative?

Digitization. If the Court's request is not approved, the Court will continue to store the physical files in the storage facility. The Court will continue to pay storage fees for all files, and one-time fees each time a file is retrieved. It

would be preferable to hold funding in the TCTF to allow the Court to complete the digitization project and enhance service to the public.

Information Technology Hosting. If the Court's request is not approved, the Court will continue to use the existing remote hosting system. The Court may continue to suffer work outages caused by electrical and telecommunications disruptions. It would be preferable to hold funding in the TCTF to allow the Court to complete the study and determine if a more reliable hosting alternative is feasible.

VoIP and Electronic Calendar Boards. Holding funding in the TCTF is the preferred alternative because the Court will be able to implement the upgrades and continue to provide a high level of service to the public.

Legal Projects. If the Court's request is not approved, the Court may be unable to perform the projects, or may need to re-assign Court staff to perform the projects. It would be preferable to hold funding in the TCTF to ensure legal compliance while avoiding disruption to court operations and service to the public.

SECTION IV: FINANCIAL INFORMATION

Please provide the following *(table template provided for each)*:

A. Three-year history of year-end fund balances, revenues, and expenditures

See attached Excel workbook.

B. Current detailed budget projections for the fiscal years the trial court would either be contributing to or receiving distributions from the TCTF fund balance held on the court's behalf

See attached Excel workbook.

C. Identification of all costs, by category and amount, needed to fully implement the project

See attached Excel workbook.

D. A specific funding and expenditure schedule identifying the amounts to be contributed and expended, by fiscal year

See attached Excel workbook.

Prior three-year history of year-end fund balances, revenues, and expenditures

FY 2016-17	FUNDS							
Description	**General**	**Special Revenue Non-Grant**	**Special Revenue Grant**	**Capital Projects**	**Debt Service**	**Proprietary**	**Fiduciary**	**TOTAL**
Beginning Balance	**169,075**	**62,036**	**2,436**					**233,547**
Revenues	2,778,181	17,048	237,818					**3,033,047**
Expenditures	2,735,305	27,345	292,348					**3,054,997**
Operating Transfers In (Out)	(54,277)	2,182	52,095					-
Ending Fund Balance	**157,675**	**53,921**	-	-	-	-	-	**211,596**

FY 2017-18	FUNDS							
Description	**General**	**Special Revenue Non-Grant**	**Special Revenue Grant**	**Capital Projects**	**Debt Service**	**Proprietary**	**Fiduciary**	**TOTAL**
Beginning Balance	**157,675**	**53,921**	-					**211,596**
Revenues	2,813,695	17,068	228,376					**3,059,139**
Expenditures	2,742,397	64,364	240,673					**3,047,434**
Operating Transfers In (Out)	(12,297)		12,297					-
Ending Fund Balance	**216,676**	**6,625**	-	-	-	-	-	**223,301**

FY 2018-19	FUNDS							
Description	**General**	**Special Revenue Non-Grant**	**Special Revenue Grant**	**Capital Projects**	**Debt Service**	**Proprietary**	**Fiduciary**	**TOTAL**
Beginning Balance	**216,676**	**6,625**						**223,301**
Revenues	3,696,052	16,981	215,626					**3,928,659**
Expenditures	2,994,950	686	232,296					**3,227,932**
Operating Transfers In (Out)	(16,670)		16,670					-
Ending Fund Balance	**901,108**	**22,920**	-	-	-	-	-	**924,028**

Current detailed budget projections for the fiscal years the trial court would either be contributing to or receiving distributions from the TCTF fund balance held on the court's behalf

| | FY 2019-20 | | | FUNDS | | |

Identification of all costs, by category and amount, needed to fully implement the project

Expenses Category		Amount
GL Account	**Description**	
900000	Salaries	-
910000	Staff Benefits	-
920001	General Expense	80,482
924000	Printing	-
925000	Telecommunications	-
926000	Postage	-
928000	Insurance	-
929000	Travel in State	-
931000	Travel Out of State	-
933000	Training	-
934000	Security	-
935000	Facilities Operations	-
936000	Utilities	-
938000	Contracted Services	338,023
940000	Consulting and Professional Services - County Provided	-
943000	Information Technology (IT)	225,349
945000	Major Equipment	-
950000	Other Items of Expense	-
972000	Other	-
973000	Debt Service	-
983000	Court Construction	-
990000	Distributed Administration & Allocation	-
Total		**643,853**

A specific funding and expenditure schedule identifying the amounts related to the proposal to be contributed and expended, by fiscal year

Description	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Total
Contribution	643,853	-							**643,853**
Expenditures	-	-	257,541	193,156	193,156				**643,853**
Cumulative Balance	**643,853**	**643,853**	**386,312**	**193,156**	**-**	**-**	**-**	**-**	**-**

APPLICATION FOR TCTF FUNDS HELD ON BEHALF OF THE COURT

Please check the type of request:

☐ **NEW REQUEST** *(Complete Section I, III, and IV only.)*

☒ **AMENDED REQUEST** *(Complete Sections I through IV.)*

SECTION I: GENERAL INFORMATION

SUPERIOR COURT: Ventura	**PERSON AUTHORIZING REQUEST** *(Presiding Judge or Court Executive Officer)*: Brenda L. McCormick, Court Executive Officer	
	CONTACT PERSON AND CONTACT INFO: Richard Cabral, richard.cabral@ventura.Courts.ca.gov 805-289-8881	
DATE OF SUBMISSION: 7/31/2023 **Amended: 08/03/2023**	**TIME PERIOD COVERED BY THE REQUEST, INCLUDING CONTRIBUTION AND EXPENDITURE: FY 2022-23 TO FY 2025-26**	**REQUESTED AMOUNT:** $1,919,664

REASON FOR REQUEST *(Please briefly summarize the purpose for this request, including a brief description of the project/proposal. Use attachments if additional space is needed.)*:

The Court is requesting that the Judicial Council of California hold funds on the Court's behalf, in the sum of $1,800,000* for the upgrade of the existing 23-year-old Ventura County Justice Integration System (VCIJIS)/VISION case management system (CMS).

The CMS resides on an outdated legacy platform (PowerBuilder and Sybase) that presents sustainability risks and limits opportunities to benefit from technological innovations. The Court is in the beginning stages of research and procurement for the multi-year project and the cost to upgrade the Criminal/Traffic case management system exceeds the scope of the Court's regular budget allocations. The Court does not anticipate the project will be fully funded through a State BCP and the project cost exceeds the allowable 3% annual fund balance reserve. The funds held will be used to partially fund the project. The Court anticipates it will continue to set aside funds on a yearly basis that will be used to complete the project.

*The requested amount may be amended at year-end once the final fund balance is determined.

SECTION II: AMENDED REQUEST CHANGES

A. Identify sections and answers amended. **Section I, Section IV A, B, and D Amended Requests**

B. Provide a summary of the changes to the request. **Increase requested amount, update actual revenue & expenditures for fiscal year 2022-23 to show through accounting period 13**

SECTION III: TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE

A. Explain why the request does not fit within the Court's annual operational budget process and the three-year encumbrance term.

The estimated cost for the CMS is $6.1 million with an expected implementation in Fiscal Year 2026-27. The primary factor is the total project cost relative to the amount of the Court's annual budget and 3% reserves. The Court's reserve for one fiscal year will not be sufficient to cover the cost of this major project. The Court is not able to encumber the funds as we are not in the contract phase at this stage.

APPLICATION FOR TCTF FUNDS HELD ON BEHALF OF THE COURT (Continued)

SECTION III (continued): TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE

B. How will the request enhance the efficiency and/or effectiveness of Court operations, and/or increase the availability of Court services and programs?

Five criminal justice agencies in Ventura County (Superior Court, District Attorney, Public Defender, Sheriff, and Probation) are currently served by a single case management system referred to as the Ventura County Justice Information system (VCIJIS.) The shared system also enables criminal justice data exchanges with other law enforcement in Ventura County, and many other local, state, and federal agencies. Over the years this integration between justice partners has enabled unique efficiency and service benefits benefiting all justice partner agencies and the public in Ventura county. The goal of this project is to modernize the current VCIJIS platform following a plan that will preserve the current efficiency and service benefits of the integrated system, improve public and justice partner access to case documents (via transition to digital case files,) improve fine / fee payment processing, and improve criminal justice information reporting.

C. If a cost efficiency, please provide cost comparison (table template provided). N/A

D. Describe the consequences to the Court's operations if the Court request is not approved.

The five criminal justice agencies agreed to launch a collaborative effort to modernize and improve the current integrated system. If the Court request is not approved, the Court would not be able to fund its portion of the shared upgrade project. The Court would be left behind the other justice agencies which are committed to the modernization effort. The Court would also lose operational efficiencies as it would not be part of the new integration with the other justice partners and would likely require the Court to add staff positions to close the gap. Participating in the project will provide the Court the opportunity to gain new operational efficiencies such as reduction or elimination of paper in criminal justice processes and maintain the integration with the other justice partners.

E. Describe the consequences to the public and access to justice if the Court request is not approved.

Technical support and programmer / analyst expertise for PowerBuilder and Sybase are increasingly difficult to locate and increasingly expensive to secure. Recovering from an unexpected catastrophic failure of the current system could be extremely expensive and time-consuming. A major event could impact any one of or all five VCIJIS partner agencies and could result in inappropriate handling of criminal justice matters, which would endanger the public. The outdated technology platform already exacerbates (and sometimes creates) minor but still disruptive technology events which force both the public and justice partners to face longer wait times to file and / or receive documents.

F. What alternatives has the Court identified if the request is not approved, and why is holding funding in the TCTF the preferred alternative?

With the case management system upgrade challenge the Court is facing, all path-forward options represent multi-year endeavors, with cost and time factors that are outside the scope of the regular budget allocation process.

SECTION IV: FINANCIAL INFORMATION

Please provide the following *(table template provided for each)*:

A. Three-year history of year-end fund balances, revenues, and expenditures

See Section IV.A

B. Current detailed budget projections for the fiscal years the trial Court would either be contributing to or receiving distributions from the TCTF fund balance held on the Court's behalf

See Section IV.B

C. Identification of all costs, by category and amount, needed to fully implement the project

See Section IV.C

D. A specific funding and expenditure schedule identifying the amounts to be contributed and expended, by fiscal year

See Section IV.D

Prior three-year history of year-end fund balances, revenues, and expenditures

FY 2022-23	FUNDS							
Description	**General**	**Special Revenue Non-Grant**	**Special Revenue Grant**	**Capital Projects**	**Debt Service**	**Proprietary**	**Fiduciary**	**TOTAL**
Beginning Balance	**1,688,106**	**606,863**	-					**2,294,969**
Revenues	54,110,200	8,929,968	733,654					**63,773,822**
Expenditures	51,040,799	9,013,714	916,813					**60,971,326**
Operating Transfers In (Out)	(183,159)	-	183,159					-
Ending Fund Balance	**4,574,348**	**523,117**	-	-	-	-	-	**5,097,465**

FY 2021-22	FUNDS							
Description	**General**	**Special Revenue Non-Grant**	**Special Revenue Grant**	**Capital Projects**	**Debt Service**	**Proprietary**	**Fiduciary**	**TOTAL**
Beginning Balance	**509,444**	**132,631**	-					**642,075**
Revenues	48,081,184	8,847,724	727,928					**57,656,837**
Expenditures	46,749,359	8,373,492	881,092					**56,003,943**
Operating Transfers In (Out)	(153,164)	-	153,164					-
Ending Fund Balance	**1,688,106**	**606,863**	-	-	-	-	-	**2,294,969**

FY 2020-21	FUNDS							
Description	**General**	**Special Revenue Non-Grant**	**Special Revenue Grant**	**Capital Projects**	**Debt Service**	**Proprietary**	**Fiduciary**	**TOTAL**
Beginning Balance	**1,422,928**	**324,821**	-					**1,747,749**
Revenues	44,547,487	7,551,643	1,201,049					**53,300,179**
Expenditures	43,658,120	9,226,931	1,520,802					**54,405,853**
Operating Transfers In (Out)	(1,802,851)	1,483,098	319,753					-
Ending Fund Balance	**509,444**	**132,631**	-	-	-	-	-	**642,075**

Current detailed budget projections for the fiscal years the trial court would either be contributing to or receiving distributions from the TCTF fund balance held on the court's behalf

	FY 2020-21			FUNDS												FY 2021-22				FUNDS								FY 2022-23				FUNDS								FY 2023-24				FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES																																																		
State Financing Sources	36,879,334							**36,879,334**	42,022,134							**42,022,134**	44,272,189							**44,272,189**	46,459,368							**46,459,368**	48,754,600							**48,754,600**	51,163,224							**51,163,224**								-
Grants			1,476,906					**1,476,906**			948,430					**948,430**			952,843					**952,843**			999,916					**999,916**			1,049,315					**1,049,315**			1,101,154					**1,101,154**								-
Other Financing Sources	8,118,910	11,481,350						**19,600,260**	7,465,541	10,584,525						**18,050,066**	9,036,706	9,537,724						**18,574,430**	9,481,147	10,008,916						**19,490,063**	9,951,643	10,503,387						**20,455,029**	10,443,284	11,022,285						**21,465,569**								-
TOTAL REVENUES	**44,998,244**	**11,481,350**	**1,476,906**	-	-	-	-	**57,956,500**	**50,487,675**	**10,584,525**	**948,430**	-	-	-	-	**62,020,630**	**53,308,896**	**9,537,724**	**952,843**	-	-	-	-	**63,795,463**	**55,942,515**	**10,008,916**	**999,916**	-	-	-	-	**66,951,347**	**58,706,243**	**10,503,387**	**1,049,315**	-	-	-	-	**70,258,945**	**61,606,508**	**11,022,285**	**1,101,154**	-	-	-	-	**73,729,947**	-	-	-	-	-	-	-	-
EXPENDITURES																																																		
Salaries	**24,922,960**	**4,085,283**	**1,056,186**					**30,064,429**	**26,064,781**	**3,778,582**	**558,780**					**30,401,143**	**28,236,160**	**3,882,692**	**615,050**					**32,733,902**	**29,098,210**	**4,001,231**	**633,827**					**33,733,268**	**29,986,178**	**4,123,188**	**653,178**					**34,763,144**	**30,902,069**	**4,249,275**	**673,113**	-				**35,824,457**								-
Staff Benefits	**9,692,075**	**1,808,031**	**345,839**					**11,845,945**	**10,332,486**	**1,616,989**	**264,285**					**12,213,760**	**11,109,452**	**1,714,614**	**282,135**					**13,106,200**	**11,448,626**	**1,769,062**	**290,749**					**13,508,445**	**11,798,331**	**1,823,072**	**299,635**					**13,920,038**	**12,118,018**	**1,878,729**	**308,773**	-				**14,305,520**								-
General Expense	**719,750**	**15,000**						**734,750**	**640,400**	**21,500**						**661,900**	**660,000**	**22,150**	**35,156**					**717,306**	**679,800**	**22,815**	**36,348**					**738,963**	**699,600**	**23,500**	**37,023**					**760,123**	**719,400**	**24,200**	**37,723**	-				**781,323**								-
Travel	**77,700**	**15,000**						**92,700**	**73,400**	**15,000**						**88,400**	**77,000**	**15,750**						**92,750**	**80,600**	**16,500**						**97,100**	**84,200**	**17,250**						**101,450**	**87,800**	**18,000**						**105,800**								-
Telecommunications	**62,100**	**202,600**	**1,000**					**265,700**	**73,955**	**202,600**	**1,000**					**277,555**	**116,707**	**202,500**	**1,000**					**320,207**	**120,279**	**204,682**	**1,021**					**325,983**	**123,942**	**215,053**	**1,062**					**340,057**	**127,716**	**221,614**	**1,094**	-				**350,419**								-
Postage	**420,000**	**185,000**						**605,000**	**364,400**	**185,000**						**549,400**	**309,300**	**153,400**						**462,700**	**349,659**	**158,083**	-					**507,742**	**360,334**	**162,910**	-					**523,243**	**371,335**	**167,883**	-	-				**539,218**								-
Insurance	**23,500**							**23,500**	**28,500**							**28,500**	**28,500**							**28,500**	**29,370**	-	-					**29,370**	**30,267**	-	-					**30,267**	**31,195**	-	-	-				**31,195**								-
Travel in State	**10,000**							**10,000**	**39,400**	**3,500**						**42,900**	**29,500**	**2,500**						**32,000**	**30,401**	**2,576**	-					**32,977**	**31,329**	**2,655**	-					**33,984**	**32,285**	**2,736**	-	-				**35,021**								-
Travel out of State									**5,000**	**5,000**						**10,000**	**5,000**	**5,000**						**10,000**	**5,000**	**5,000**	-					**10,000**	**5,000**	**5,000**	-					**10,000**	**5,000**	**5,000**	-	-				**10,000**								-
Training	**51,127**	**4,000**						**55,127**	**46,600**	**5,200**						**51,800**	**37,800**	**11,200**						**49,000**	**38,954**	**11,542**	-					**50,496**	**40,143**	**11,894**	-					**52,037**	**41,348**	**12,251**	-	-				**53,599**								-
Security	**1,854,759**	**4,237**	**116,300**					**1,975,296**	**1,914,752**	**4,153**	**116,600**					**2,035,505**	**2,116,024**	**5,041**	**64,000**					**2,225,065**	**2,222,672**	**5,517**	**65,964**					**2,293,953**	**2,290,530**	**5,601**	**67,967**					**2,366,098**	**2,360,460**	**5,895**	**70,043**	-				**2,440,397**								-
Facilities Operations	**539,449**	**392,000**						**931,449**	**558,650**	**193,538**						**752,188**	**558,862**	**201,364**						**760,226**	**575,924**	**207,512**	-					**783,436**	**593,507**	**213,847**	-					**807,304**	**611,827**	**220,376**	-	-				**832,003**								-
Utilities	**7,200**							**7,200**	**8,500**							**8,500**	**8,500**							**8,500**	**8,760**		-					**8,760**	**9,027**		-					**9,027**	**9,303**		-	-				**9,303**								-
Contracted Services	**4,405,500**	**3,615,432**	**20,150**					**8,041,082**	**4,541,017**	**4,237,850**						**8,778,867**	**4,700,679**	**3,061,424**	**184,490**					**7,946,594**	**4,844,591**	**3,154,889**	**190,128**					**8,189,608**	**4,992,084**	**3,251,008**	**195,932**					**8,439,024**	**5,144,492**	**3,350,407**	**201,914**	-				**8,696,814**								-
Consulting and Professional Services (Direct Costs)																																																		
Information Technology (IT)	**1,368,143**	**66,734**	**17,500**					**1,452,377**	**1,385,748**	**77,128**	**17,500**					**1,480,376**	**1,557,496**	**36,964**	**17,500**					**1,611,959**	**1,605,836**	**38,093**	**18,034**					**1,661,963**	**1,654,038**	**39,255**	**18,595**					**1,714,878**	**1,704,536**	**40,454**	**19,152**	-				**1,764,142**								-
Information Technology (IT)	**2,313,228**	**324,105**	**7,800**					**2,645,133**	**2,086,527**	**305,255**	**7,800**					**2,399,582**	**2,194,227**	**318,871**	**7,800**					**2,520,899**	**2,261,217**	**330,911**	**8,038**					**2,608,166**	**2,328,252**	**340,258**	**8,284**					**2,687,794**	**2,401,204**	**350,921**	**8,536**	-				**2,769,852**								-
Major Equipment	**60,900**							**60,900**	**20,000**							**20,000**	**625,530**							**625,530**	**644,628**	-	-					**664,608**	**664,598**	-	-					**684,590**	**684,590**	-	-	-				**684,590**								-
Other Items of Expense	**70,000**							**70,000**	**20,000**							**20,000**	**20,000**							**20,000**	**20,611**	-	-					**21,240**	**21,240**	-	-					**21,888**	**21,888**	-	-	-				**21,888**								-
Joint Costs	**530,000**							**530,000**	**530,000**							**530,000**	**530,000**							**530,000**	**546,181**	-	-					**546,181**	**562,856**	-	-					**562,856**	**580,040**	-	-	-				**580,040**								-
Other								-								-								-		-	-					-		-	-					-		-	-	-				-								-
Debt Service								-								-								-		-	-					-		-	-					-		-	-	-				-								-
Joint Construction								-								-								-		-	-					-		-	-					-		-	-	-				-								-
Distributed Administration & Allocation	**(207,020)**		**207,020**					-	**(144,191)**		**144,191**					-	**(167,718)**		**167,718**					-	**(172,838)**		**172,838**					-	**(178,115)**		**178,115**					-	**(183,553)**		**183,553**	-				-								-
Prior Year Expense Adjustment								-								-								-								-								-								-								-
TOTAL EXPENDITURES	**46,957,418**	**10,856,522**	**1,766,195**	-	-	-	-	**59,580,135**	**45,041,194**	**10,701,595**	**1,110,156**	-	-	-	-	**60,852,945**	**55,250,193**	**9,763,609**	**1,372,854**	-	-	-	-	**64,384,656**	**54,875,922**	**10,059,631**	**1,416,767**	-	-	-	-	**66,350,320**	**56,551,284**	**10,366,752**	**1,457,960**	-	-	-	-	**68,375,995**	**58,277,794**	**10,689,249**	**1,502,471**	-	-	-	-	**70,469,514**	-	-	-	-	-	-	-	-
Operating Transfers In (Out)	(669,140)	758,535	(153,889)					-	161,726		(161,726)					-	(173,386)		173,386					-								-								-								-								-
Fund Balance (Deficit)																																																		
Beginning Balance (Deficit)								-	**(2,564,530)**	**1,383,363**	**(442,678)**	-	-	-	-	**(1,623,635)**	**(956,113)**	**1,266,294**	**(766,130)**	-	-	-	-	**(455,949)**	**(1,070,796)**	**1,042,409**	**(1,012,792)**	-	-	-	-	**(1,041,141)**	**(4,202)**	**991,694**	**(1,427,605)**	-	-	-	-	**(440,115)**	**2,150,756**	**1,128,329**	**(1,836,250)**	-	-	-	-	**1,442,835**	**5,479,469**	**1,467,366**	**(2,237,567)**	-	-	-	-	**4,709,268**	**5,479,469**	**1,467,366**	**(2,237,567)**	-	-	-	-	**4,709,268**
Ending Balance (Deficit)	**(2,564,530)**	**1,383,363**	**(442,678)**	-	-	-	-	**(1,623,635)**	**(956,113)**	**1,266,294**	**(766,130)**	-	-	-	-	**(455,949)**	**(1,070,796)**	**1,042,409**	**(1,012,792)**	-	-	-	-	**(1,041,141)**	**(4,202)**	**991,694**	**(1,427,605)**	-	-	-	-	**(440,115)**	**2,150,756**	**1,128,329**	**(1,836,250)**	-	-	-	-	**1,442,835**	**5,479,469**	**1,467,366**	**(2,237,567)**	-	-	-	-	**4,709,268**	**5,479,469**	**1,467,366**	**(2,237,567)**	-	-	-	-	**4,709,268**

Identification of all costs, by category and amount, needed to fully implement the project

Expenses Category		Amount
GL Account	**Description**	
900000	Salaries	
910000	Staff Benefits	
920001	General Expense	
924000	Printing	
925000	Telecommunications	
926000	Postage	
928000	Insurance	
929000	Travel in State	
931000	Travel Out of State	
933000	Training	
934000	Security	
935000	Facilities Operations	
936000	Utilities	
938000	Contracted Services	
940000	Consulting and Professional Services - County Provided	
943000	Information Technology (IT)	815,176
945000	Major Equipment	
950000	Other Items of Expense	
972000	Other	
973000	Debt Service	
983000	Court Construction	
990000	Distributed Administration & Allocation	
Total		**815,176**

A specific funding and expenditure schedule identifying the amounts related to the proposal to be contributed and expended, by fiscal year

Original Request:

Description	FY 2022-23	FY 2023-24	FY 2024-25	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	**Total**
Contribution	1,000,000								**1,000,000**
Expenditures	-	500,000	500,000						**1,000,000**
Cumulative Balance	**1,000,000**	**500,000**	**-**	**-**	**-**	**-**	**-**	**-**	**-**

Amended request

Description	FY 2022-23	FY 2023-24	FY 2024-25	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	**Total**
Contribution	1,919,664								**1,919,664**
Expenditures		639,888	639,888	639,888					**1,919,664**
Cumulative Balance	**1,919,664**	**1,279,776**	**639,888**	**0**	**0**	**0**	**0**	**0**	**0**

APPLICATION FOR TCTF FUNDS HELD ON BEHALF OF THE COURT

Please check the type of request:

☐ **NEW REQUEST** *(Complete Section I, III, and IV only.)*

☒ **AMENDED REQUEST** *(Complete Sections I through IV.)*

SECTION I: GENERAL INFORMATION

SUPERIOR COURT: Monterey	**PERSON AUTHORIZING REQUEST** *(Presiding Judge or Court Executive Officer)*: **Chris Ruhl, CEO**	
	CONTACT PERSON AND CONTACT INFO: Colin Simpson **colin.simpson@monterey.courts.ca.gov** 831-775-5630	
DATE OF SUBMISSION: 8/4/2023	**TIME PERIOD COVERED BY THE REQUEST, INCLUDING CONTRIBUTION AND EXPENDITURE:** FY 2023-2024	**REQUESTED AMOUNT:** **$38,389.00 Amended** **$50,000.00 Original**

REASON FOR REQUEST *(Please briefly summarize the purpose for this request, including a brief description of the project/proposal. Use attachments if additional space is needed.)*:

Amended: The purchase of a new replacement hybrid vehicle is planned for August 2023. The court intended to make the purchase in FY 22-23 but due to limited stock availability pushed the purchase into early FY 23-24. The funds held on behalf request amount is being amended to be decreased by $11,611.00 to $38,389.00 for the expected final cost of the new court vehicle, a 2023 Toyota RAV4 Hybrid. The Court is requesting to transfer the $11,611.00 excess funds to the Funds Held on Behalf request for Painting and Carpet which the Court will be filing a separate Amended Request for.

The purpose of this request is to fund the replacement of a 2007 Camry vehicle, a fixed asset. The replacement of this vehicle was delayed in 2023 due to low dealership inventories created by supply chain disruptions and high prices. In early 2022, the Court decided to replace a passenger vehicle with over 120,000 miles that relies only on unleaded fuel with the purchase of a hybrid fuel-efficient vehicle. The 2007 Camry also requires more ongoing maintenance

The purchase of the new hybrid vehicle was delayed due to the limited number of available new vehicles created by the auto industry's supply chain disruption which also resulted in significantly higher prices. The Court needs to replace the 2007 Camry with a new hybrid fuel-efficient vehicle to also mitigate employee safety concerns. The Court plans to purchase a replacement new hybrid vehicle in August 2023.

SECTION II: AMENDED REQUEST CHANGES

A. Identify sections and answers amended.
Section I: Requested Amount, Reason for Request, Section IV

B. Provide a summary of the changes to the request.
The requested amount and financial information were updated as the purchase of a new vehicle was not completed in FY 2022-2023. The final requested amount was decreased from $50,000.00 to $38,389.00 as the court now knows the final purchase amount for the vehicle which is planned to be purchased in August 2023. Section IVA through D were updated to reflect the additional year in court budgets, fund balances, requested funds held on behalf of the court in FY 2023–2024, and the updated vehicle cost. Section IVB could not be updated for FY 2023–2024 as the court is still in contract negotiations with the union but will update the worksheet once the budget is finalized.

SECTION III: TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE

A. Explain why the request does not fit within the court's annual operational budget process and the three-year encumbrance term.
These funds reflect one-time costs for the acquisition of a fixed asset. Due to the uncertain nature of present and future funding for the judicial branch and trial courts, the court's operational funding would be negatively impacted

if it must absorb a reduction in funding of this amount. The one-time costs for the purchase of a new vehicle have already been determined in the court's operational budget. Though the court was hopeful that it would be able to purchase a new fuel-efficient vehicle in FY 2021-22, the delays and high prices created by the supply chain disruption forced it to postpone the purchase of the fixed asset to obtain a more favorable deal.

APPLICATION FOR TCTF FUNDS HELD ON BEHALF OF THE COURT (Continued)

SECTION III (continued): TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE

B. How will the request enhance the efficiency and/or effectiveness of court operations, and/or increase the availability of court services and programs?

The purchase of a new fuel-efficient sedan vehicle (hybrid) will provide safe transportation to court employees traveling between court locations and/or traveling outside the county.

C. If a cost efficiency, please provide cost comparison (table template provided).
N/A

D. Describe the consequences to the court's operations if the court request is not approved.
If this request is not approved, the Court operations personnel will be compelled to continue to use a high mileage vehicle until it is not safe to drive. Currently, this vehicle requires higher levels of maintenance to reduce the risk of getting stranded on the highway or having mechanical problems while driving it. Due to the high mileage, the Court will only authorize the use of the vehicle for short distances within Monterey County. If the high mileage vehicle becomes unsafe to drive due to maintenance issues, it will be placed out of service. In the latter case, when necessary Court operations personnel will be asked to drive their personal vehicle for mileage reimbursement if no other Court vehicle is available.

E. Describe the consequences to the public and access to justice if the court request is not approved.
N/A

F. What alternatives has the court identified if the request is not approved, and why is holding funding in the TCTF the preferred alternative?
The one-time costs for the purchase of a new hybrid vehicle are consistent with the guidelines and intent of the TCTF Funds Held on Behalf of the Courts process. However, if the request is not approved, the Court will continue to use the high mileage vehicle or utilize other safer Court vehicles for employee travel. If there are no Court vehicles available, the employees will be asked to use their personal vehicle and submit a mileage reimbursement claim. If an employee does not have a personal vehicle, then the employee will not be able to travel, and Court operations will need to delay services or reassign another employee who has access to a personal vehicle.

SECTION IV: FINANCIAL INFORMATION

Please provide the following *(table template provided for each)*:

A. Three-year history of year-end fund balances, revenues, and expenditures
See attached

B. Current detailed budget projections for the fiscal years the trial court would either be contributing to or receiving distributions from the TCTF fund balance held on the court's behalf
See attached

C. Identification of all costs, by category and amount, needed to fully implement the project
See attached

D. A specific funding and expenditure schedule identifying the amounts to be contributed and expended, by fiscal year
See attached

Prior three-year history of year-end fund balances, revenues, and expenditures

FY 2022-23	FUNDS							
Description	**General**	**Special Revenue Non-Grant**	**Special Revenue Grant**	**Capital Projects**	**Debt Service**	**Proprietary**	**Fiduciary**	**TOTAL**
Beginning Balance	**1,593,499**	**1,238,931**	-	-	-	-	-	**2,832,430**
Revenues	29,710,696	1,495,552	865,314	-	-	-	-	**32,071,562**
Expenditures	28,944,113	1,257,281	1,327,544	-	-	-	-	**31,528,938**
Operating Transfers In (Out)	(462,230)		462,230	-	-	-	-	-
Ending Fund Balance	**1,897,852**	**1,477,201**	-	-	-	-	-	**3,375,053**

FY 2021-22	FUNDS							
Description	**General**	**Special Revenue Non-Grant**	**Special Revenue Grant**	**Capital Projects**	**Debt Service**	**Proprietary**	**Fiduciary**	**TOTAL**
Beginning Balance	**1,807,023**	**1,051,941**	-	-	-	-	-	**2,858,964**
Revenues	26,620,111	1,130,177	688,555	-	-	-	-	**28,438,843**
Expenditures	26,494,236	943,439	1,027,702	-	-	-	-	**28,465,377**
Operating Transfers In (Out)	(339,399)	252	339,147	-	-	-	-	-
Ending Fund Balance	**1,593,499**	**1,238,931**	-	-	-	-	-	**2,832,430**

FY 2020-21	FUNDS							
Description	**General**	**Special Revenue Non-Grant**	**Special Revenue Grant**	**Capital Projects**	**Debt Service**	**Proprietary**	**Fiduciary**	**TOTAL**
Beginning Balance	**1,231,917**	**873,000**	-					**2,104,917**
Revenues	24,565,282	550,258	674,882					**25,790,421**
Expenditures	23,672,052	373,161	991,161					**25,036,374**
Operating Transfers In (Out)	(318,123)	1,844	316,279					-
Ending Fund Balance	**1,807,023**	**1,051,941**	-	-	-	-	-	**2,858,964**

Current detailed budget projections for the fiscal years the trial court would either be contributing to or receiving distributions from the TCTF fund balance held on the court's behalf

	FY 2022-23			FUNDS																																																	
									Select Fiscal Year								Select Fiscal Year								Select Fiscal Year								Select Fiscal Year								Select Fiscal Year								Select Fiscal Year							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES																																																						
State Financing Sources	29,472,012	1,515,224	-	-	-	-	-	30,987,236								-								-								-								-								-								-
Grants			955,323	-	-	-	-	955,323								-								-								-								-								-								-
Other Financing Sources	400,501	404,446	-	-	-	-	-	804,947								-								-								-								-								-								-
TOTAL REVENUES	**29,872,513**	**1,919,670**	**955,323**	-	-	-	-	**32,747,506**	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
EXPENDITURES																																																						
Salaries	**15,434,367**	**185,181**	**540,263**	-	-	-	-	**16,161,811**								-								-								-								-								-								-
Staff Benefits	**8,723,263**	**85,470**	**317,727**	-	-	-	-	**9,126,460**								-								-								-								-								-								-
General Expense	**906,607**	-	**39,181**	-	-	-	-	**945,788**								-								-								-								-								-								-
Postage	**130,000**	-	-	-	-	-	-	**130,000**								-								-								-								-								-								-
Telecommunications	**168,093**	-	-	-	-	-	-	**168,093**								-								-								-								-								-								-
Postage	**130,000**	-	-	-	-	-	-	**130,000**								-								-								-								-								-								-
Insurance	**22,000**	-	-	-	-	-	-	**22,000**								-								-								-								-								-								-
Travel in State	**39,200**	-	-	-	-	-	-	**39,200**								-								-								-								-								-								-
Travel out of State	**2,000**	-	-	-	-	-	-	**2,000**								-								-								-								-								-								-
Training	**57,546**	-	**29,436**	-	-	-	-	**61,982**								-								-								-								-								-								-
Security	**693,800**	-	-	-	-	-	-	**693,800**								-								-								-								-								-								-
Facilities Operations	**762,604**	-	-	-	-	-	-	**762,604**								-								-								-								-								-								-
Utilities	-	-	-	-	-	-	-	-								-								-								-								-								-								-
Contracted Services	**2,278,364**	**142,345**	-	-	-	-	-	**2,420,709**								-								-								-								-								-								-
Consulting and Professional Services - Direct Business	**22,367**	**1,169,326**	-	-	-	-	-	**1,191,693**								-								-								-								-								-								-
Information Technology (IT)	**584,438**	-	**4,200**	-	-	-	-	**588,638**								-								-								-								-								-								-
Major Equipment	**517,122**	-	**283,803**	-	-	-	-	**800,925**								-								-								-								-								-								-
Other Items of Expense	**12,010**	-	-	-	-	-	-	**12,010**								-								-								-								-								-								-
Juror Costs	**172,179**	-	-	-	-	-	-	**172,179**								-								-								-								-								-								-
Other	-	-	-	-	-	-	-	-								-								-								-								-								-								-
Debt Service	-	-	-	-	-	-	-	-								-								-								-								-								-								-
Joint Construction	-	-	-	-	-	-	-	-								-								-								-								-								-								-
Distributed Administration & Allocation	**(150,000)**	**46,015**	**104,139**	-	-	-	-	**17,554**								-								-								-								-								-								-
Prior Year Expense Adjustment	**(6,14)**	**7,588**	-	-	-	-	-	**1,445**								-								-								-								-								-								-
TOTAL EXPENDITURES	**30,851,536**	**1,639,857**	**1,373,729**	-	-	-	-	**33,865,122**	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)	**(413,850)**	-	**413,850**					-								-								-								-								-								-								-
Fund Balance (Deficit)																																																						
Beginning Balance (Deficit)	**1,555,499**	**1,230,501**	-					**2,832,430**	**990,670**	**1,118,764**	-	-	-	-	-	**2,109,434**	**990,670**	**1,118,764**	-	-	-	-	-	**2,109,434**	**990,670**	**1,116,764**	-	-	-	-	-	**2,109,434**	**990,670**	**1,118,764**	-	-	-	-	-	**2,109,434**	**990,670**	**1,118,764**	-	-	-	-	-	**2,109,434**	**990,670**	**1,118,764**	-	-	-	-	-	**2,109,434**
Ending Balance (Deficit)	**990,670**	**1,118,764**	-	-	-	-	-	**2,109,434**	**990,670**	**1,118,764**	-	-	-	-	-	**2,109,434**	**990,670**	**1,118,764**	-	-	-	-	-	**2,109,434**	**990,670**	**1,118,764**	-	-	-	-	-	**2,109,434**	**990,670**	**1,118,764**	-	-	-	-	-	**2,109,434**	**990,670**	**1,118,764**	-	-	-	-	-	**2,109,434**	**990,670**	**1,118,764**	-	-	-	-	-	**2,109,434**

Identification of all costs, by category and amount, needed to fully implement the project

Expenses Category		Amount
GL Account	**Description**	
900000	Salaries	-
910000	Staff Benefits	-
920001	General Expense	-
924000	Printing	-
925000	Telecommunications	-
926000	Postage	-
928000	Insurance	-
929000	Travel in State	-
931000	Travel Out of State	-
933000	Training	-
934000	Security	-
935000	Facilities Operations	-
936000	Utilities	-
938000	Contracted Services	-
940000	Consulting and Professional Services - County Provided	-
943000	Information Technology (IT)	-
945000	Major Equipment	38,389
950000	Other Items of Expense	-
972000	Other	-
973000	Debt Service	-
983000	Court Construction	-
990000	Distributed Administration & Allocation	-
Total		**38,389**

A specific funding and expenditure schedule identifying the amounts related to the proposal to be contributed and expended, by fiscal year

Original Request:

Description	FY 2022-23	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	**Total**
Contribution	50,000								**50,000**
Expenditures	50,000								**50,000**
Cumulative Balance	-	-	-	-	-	-	-	-	-

Amended request

Description	FY 2022-23	FY 2023-24	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	**Total**
Contribution	50,000	(11,611)							**38,389**
Expenditures	-	38,389							**38,389**
Cumulative Balance	**50,000**	-	-	-	-	-	-	-	-

APPLICATION FOR TCTF FUNDS HELD ON BEHALF OF THE COURT

Please check the type of request:

☐ **NEW REQUEST** *(Complete Section I, III, and IV only.)*

☒ **AMENDED REQUEST** *(Complete Sections I through IV.)*

SECTION I: GENERAL INFORMATION

SUPERIOR COURT: Monterey	**PERSON AUTHORIZING REQUEST** *(Presiding Judge or Court Executive Officer)*: **CEO Chris Ruhl**	
	CONTACT PERSON AND CONTACT INFO: Colin Simpson **colin.simpson@monterey.courts.ca.gov** 831-775-5630	
DATE OF SUBMISSION: 9/21/2022	**TIME PERIOD COVERED BY THE REQUEST, INCLUDING CONTRIBUTION AND EXPENDITURE:** FY 2021-2022 THROUGH 2023–2024	**REQUESTED AMOUNT:** **$329,446, $107,953 in FY 2022–2023**

REASON FOR REQUEST *(Please briefly summarize the purpose for this request, including a brief description of the project/proposal. Use attachments if additional space is needed.)*:

Second Amendment: Due to global supply chain issues, the generator will not be delivered and installed until August 2023. The request reflects an expanded time period to include FY 2023–2024.

Amended: Phase III of the project to include a generator to support the energy capacity needs of the disaster recovery site, $107,953 addition increasing the request amount from $221,493 to $329,446. The request also includes a carryover of $48,537 from 2021–2022 as work has not been completed related to the original scope of the project.

Monterey County Superior Court requests $329,445 to be held on the Court's behalf to upgrade the power infrastructure and data center (Main Data Facility, MDF) located in the Court's King City facility. This upgrade would allow the facility to become a disaster recovery site to meet existing and future information technology and operational needs.

The Monterey County Superior Court's current disaster recovery plan for technological systems, a critical component of business continuity, lacks resilience because both of the Court's current computer data centers are in close proximity of each other and, potentially, within the same disaster zone. In the case of a regional catastrophe caused by a flood, wildfire, earthquake, or other natural disasters, the Court cannot currently quickly recover critical technical systems and business applications necessary to re-establish core court operational functions. The inability to restore access to the Court's case management system, jury service application, electronic court record, and other essential systems within a realistic timeframe would stifle local access to justice and stall mandated responsibilities for possibly an extended period. Under the current conditions, it could take from days to weeks to recover from a disaster impacting both the Salinas and Marina data centers, even assuming the availability of network infrastructure and hardware, data facilities, and other resources necessary for system and application restoration. If faced with such a disaster and the inability to recover promptly, this would negatively impact the public's access to justice when most needed and erode public confidence.

Currently, the primary data center for the Monterey County Superior Court is housed at the main courthouse in Salinas, California. Due to the limited availability of telecommunications and other infrastructure services in specific geographic locations combined with the limited options for judicial branch-owned court facilities in Monterey County, the redundant computer facility resides in the courthouse located in Marina, California, approximately one mile from the Pacific Ocean and only eight miles from Salinas. This proximity raises concerns about critical system redundancy, especially in the instance of a sea intrusion-related disaster, as was detailed in the Judicial Council's audit finding in 2007. In addition, those eight miles that separate the Salinas and Marina data centers face three major threats: 1) floods from a one-hundred-year FEMA flood zone, 2) earthquakes from the San Andreas fault line, 3) and tsunamis swelling out of the Monterey deep-sea canyon caused by localized or remote seismic activity.

Although the Court is acutely aware of this risk, several factors have prevented us from implementing a comprehensive solution to mitigate the risk, not limited to funding. The Court explored building partnerships with other courts to locate disaster recovery systems jointly, but this option presents governance difficulties and proved to be an expensive alternative. In 2018, leveraging the innovation grant funds, Monterey led the cloud-based disaster recovery project in collaboration with 26 California Courts. The initiative's goal was to pilot and demonstrate the viability of cloud-based, emerging disaster recovery solutions for the timely recovery of critical court services. One of the key findings of the pilot project was that there are significant costs and complexities associated with deploying cloud-based recovery solutions rather than utilizing and building a local site-to-site disaster recovery infrastructure. At present, it is cost-prohibitive for Monterey to pursue emerging technologies.

To date, we had been unsuccessful in finding a viable and cost-effective solution for sharing and maintaining computer systems among various branch entities until the recent reopening of the King City Courthouse. With King City roughly 43 miles southeast of Salinas and a distance of approximately 25 miles from the Pacific Ocean with an intervening mountain range, this location as the secondary data center presents a lesser risk of both it and the primary Salinas Courthouse data center succumbing to the immediate impact and related aftereffects of the same catastrophic event.

Disaster Recovery is a crucial initiative outlined in the Judicial Branch Tactical Plan for Technology. It aligns with Goal 3: Advance IT Security & Infrastructure in the 2019-2022 Judicial Branch Strategic Plan. Reliable systems, applications, and supporting infrastructure are foundational to providing digital services and public access to justice.

SECTION II: AMENDED REQUEST CHANGES

A. Identify sections and answers amended.

Second amendment: Section I, Expanded time period to include FY 2023–2024. Reason for Request, Section IV.

First amendment: Section I: Requested Amount, Reason for Request, Section IV

B. Provide a summary of the changes to the request.

Second amendment: Section I, Expanded time period to include FY 2023–2024 due to delays caused by global supply chain issues. Sections IVA through D were updated to reflect the additional year in court budgets, fund balances, and timing of project expenditures. Section IVB could not be updated for FY 2023–2024 as the court is still in contract negotiations with represented staff but will update the worksheet once the budget is finalized.

First amendment: The requested amount and financial information were updated as the work was not completed in FY 2021–2022. In addition, the scope was increased to include Phase III of the project at an additional cost of $107,953. The request also includes a carryover of $48,537 from 2021–2022 as work has not been completed related to the original scope of the project. $172,956 of the $221,493 allocated in 2021–2022 was expended. The work that remains in FY 2022–2023 including the expanded scope has an estimated cost of $156,490, increasing the total project cost to $329,446. Section IVA through D were updated to reflect the additional year in court budgets, fund balances, requested funds held on behalf of the court in FY 2022–2023, and the updated estimated project cost. Section IVB could not be updated for FY 2022–2023 as the court is still in contract negotiations with the union but will update the worksheet once the budget is finalized.

SECTION III: TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE

A. Explain why the request does not fit within the Court's annual operational budget process and the three-year encumbrance term.

These funds are needed to acquire equipment and procure related goods and services necessary for this project. This is a significant one-time outlay of funds for court infrastructure that the Court could not assume to include in its operational costs. The one-time costs of the project are outside the operating costs for the Court, but the ongoing costs are being determined and assumed in the Court's operating budget

SECTION III (continued): TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE

B. How will the request enhance the efficiency and/or effectiveness of court operations, and/or increase the availability of court services and programs?

A robust disaster recovery program is a critical component of an organization's continuity of operations or business continuity plan. The new King City Courthouse disaster recovery site would reduce the risks that a flood, wildfire, earthquake, tsunami or other natural disasters present to the Court's critical technical systems and business applications necessary to core court operational functions. The inability to restore access to the Court's case management system, jury service application, electronic court record, and other essential systems within a realistic timeframe would stifle local access to justice and stall mandated responsibilities for possibly an extended period. Under the current conditions, it could take from days to weeks to recover from a disaster impacting both the Salinas and Marina data centers, even assuming the availability of network infrastructure and hardware, data facilities, and other resources necessary for system and application restoration. If faced with such a disaster and the inability to recover promptly, this would negatively impact the public's access to justice when most needed and erode public confidence.

C. If a cost efficiency, please provide cost comparison (table template provided).

D. Describe the consequences to the Court's operations if the court request is not approved.

Under the current conditions, it could take from days to weeks to recover from a disaster impacting both the Salinas and Marina data centers, even assuming the availability of network infrastructure and hardware, data facilities, and other resources necessary for system and application restoration. If faced with such a disaster and the inability to recover promptly, this would negatively impact the public's access to justice when most needed and erode public confidence.

E. Describe the consequences to the public and access to justice if the court request is not approved.

Under the current conditions, it could take from days to weeks to recover from a disaster impacting both the Salinas and Marina data centers, even assuming the availability of network infrastructure and hardware, data facilities, and other resources necessary for system and application restoration. If faced with such a disaster and the inability to recover promptly, this would negatively impact the public's access to justice when most needed and erode public confidence.

F. What alternatives has the Court identified if the request is not approved, and why is holding funding in the TCTF the preferred alternative?

The one-time local costs of this IT infrastructure project are outside the operating costs for the Court and are consistent with the guidelines and intent of the TCTF Funds Held on Behalf of the Courts process. Without the TCTF FHOB process, the Court would need to significantly reduce its capacity to provide planned services in order to fund these costs necessary to open and put the disaster recovery site into operation, thereby negatively impacting the public.

SECTION IV: FINANCIAL INFORMATION

Please provide the following *(table template provided for each)*:

A. Three-year history of year-end fund balances, revenues, and expenditures
See attached

B. Current detailed budget projections for the fiscal years the trial court would either be contributing to or receiving distributions from the TCTF fund balance held on the Court's behalf
See attached

C. Identification of all costs, by category and amount, needed to fully implement the project
See attached

D. A specific funding and expenditure schedule identifying the amounts to be contributed and expended, by fiscal year
See attached

Prior three-year history of year-end fund balances, revenues, and expenditures

FY 2022-23	FUNDS							
Description	**General**	**Special Revenue Non-Grant**	**Special Revenue Grant**	**Capital Projects**	**Debt Service**	**Proprietary**	**Fiduciary**	**TOTAL**
Beginning Balance	**1,593,499**	**1,238,931**	-	-	-	-	-	**2,832,430**
Revenues	29,710,696	1,495,552	865,314	-	-	-	-	**32,071,562**
Expenditures	28,944,113	1,257,281	1,327,544	-	-	-	-	**31,528,938**
Operating Transfers In (Out)	(462,230)		462,230	-	-	-	-	-
Ending Fund Balance	**1,897,852**	**1,477,201**	-	-	-	-	-	**3,375,053**

FY 2021-22	FUNDS							
Description	**General**	**Special Revenue Non-Grant**	**Special Revenue Grant**	**Capital Projects**	**Debt Service**	**Proprietary**	**Fiduciary**	**TOTAL**
Beginning Balance	**1,807,023**	**1,051,941**	-	-	-	-	-	**2,858,964**
Revenues	26,620,111	1,130,177	688,555	-	-	-	-	**28,438,843**
Expenditures	26,494,236	943,439	1,027,702	-	-	-	-	**28,465,377**
Operating Transfers In (Out)	(339,399)	252	339,147	-	-	-	-	-
Ending Fund Balance	**1,593,499**	**1,238,931**	-	-	-	-	-	**2,832,430**

FY 2020-21	FUNDS							
Description	**General**	**Special Revenue Non-Grant**	**Special Revenue Grant**	**Capital Projects**	**Debt Service**	**Proprietary**	**Fiduciary**	**TOTAL**
Beginning Balance	**1,231,917**	**873,000**	-					**2,104,917**
Revenues	24,565,282	550,258	674,882					**25,790,421**
Expenditures	23,672,052	373,161	991,161					**25,036,374**
Operating Transfers In (Out)	(318,123)	1,844	316,279					-
Ending Fund Balance	**1,807,023**	**1,051,941**	-	-	-	-	-	**2,858,964**

Current detailed budget projections for the fiscal years the trial court would either be contributing to or receiving distributions from the TCTF fund balance held on the court's behalf

	FY 2021-22			FUNDS						FY 2022-23			FUNDS					
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES																
State Financing Sources	29,412,081	187,453	-	-	-	-	-	29,599,485	29,472,012	1,515,224	-	-	-	-	-	30,987,236
Grants	-	-	622,928	-	-	-	-	622,928	-	-	955,123	-	-	-	-	955,123
Other Financing Sources	368,957	368,704	-	-	-	-	-	737,661	400,501	404,446	-	-	-	-	-	804,947
TOTAL REVENUES	**29,781,038**	**556,157**	**622,928**	-	-	-	-	**30,960,073**	**29,872,513**	**1,919,670**	**955,123**	-	-	-	-	**32,747,306**
EXPENDITURES																
Salaries	**15,276,489**	**106,173**	**487,059**	-	-	-	-	**15,870,441**	**15,434,267**	**189,181**	**540,263**	-	-	-	-	**16,163,711**
Staff Benefits	**7,467,113**	**50,122**	**239,021**	-	-	-	-	**7,756,255**	**8,715,019**	**35,479**	**317,707**	-	-	-	-	**9,128,205**
General Expense	**755,035**	-	**12,134**	-	-	-	-	**767,169**	**744,127**	-	**39,181**	-	-	-	-	**783,308**
Printing	**24,400**	-	-	-	-	-	-	**24,400**	**24,600**	-	-	-	-	-	-	**24,600**
Telecommunications	**176,467**	-	-	-	-	-	-	**176,467**	**168,093**	-	-	-	-	-	-	**168,093**
Postage	**122,156**	-	-	-	-	-	-	**122,156**	**130,000**	-	-	-	-	-	-	**130,000**
Insurance	**21,904**	-	-	-	-	-	-	**21,904**	**22,000**	-	-	-	-	-	-	**22,000**
Travel in State	**41,600**	-	**2,000**	-	-	-	-	**43,600**	**39,200**	-	-	-	-	-	-	**39,200**
Travel out of State	**10,000**	-	-	-	-	-	-	**10,000**	**10,000**	-	-	-	-	-	-	**10,000**
Training	**35,000**	-	**28,575**	-	-	-	-	**63,575**	**32,546**	-	**29,436**	-	-	-	-	**61,982**
Security	**653,856**	-	-	-	-	-	-	**653,856**	**693,800**	-	-	-	-	-	-	**693,800**
Facilities Operations	**487,352**	-	-	-	-	-	-	**487,352**	**762,694**	-	-	-	-	-	-	**762,694**
Utilities	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Contracted Services	**4,239,147**	**183,683**	**2,367**	-	-	-	-	**4,425,198**	**2,278,364**	**142,345**	-	-	-	-	-	**2,420,709**
Consulting and Professional Services - Computer Software	**23,970**	-	-	-	-	-	-	**23,970**	**22,367**	**1,169,326**	-	-	-	-	-	**1,191,693**
Information Technology (IT)	**570,357**	-	**4,200**	-	-	-	-	**574,557**	**580,438**	-	**4,200**	-	-	-	-	**584,638**
Major Equipment	**670,906**	-	-	-	-	-	-	**670,906**	**517,122**	-	**283,803**	-	-	-	-	**800,925**
Other Items of Expense	**13,535**	-	-	-	-	-	-	**13,535**	**12,010**	-	-	-	-	-	-	**12,010**
Juror Costs	**71,449**	-	-	-	-	-	-	**71,449**	**172,179**	-	-	-	-	-	-	**172,179**
Other	**12,000**	-	-	-	-	-	-	**12,000**	-	-	-	-	-	-	-	-
Capital Service	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Joint Construction	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Distributed Administration & Allocation	**(171,221)**	**25,738**	**145,492**	-	-	-	-	-	**(193,000)**	**46,015**	**164,539**	-	-	-	-	**17,554**
Prior Year Expense Adjustment	-	-	-	-	-	-	-	-	**26,145**	**7,500**	-	-	-	-	-	**33,645**
TOTAL EXPENDITURES	**30,462,041**	**365,708**	**922,227**	-	-	-	-	**31,749,976**	**30,051,536**	**1,639,837**	**1,379,129**	-	-	-	-	**33,070,502**
Operating Transfers In (Out)	(299,299)	-	299,299	-	-	-	-	-	(411,800)	-	411,800	-	-	-	-	-
Fund Balance (Deficit)																
Beginning Balance (Deficit)	**1,807,023**	**1,051,941**	-	-	-	-	-	**2,858,964**	**806,721**	**1,242,341**	-	-	-	-	-	**2,049,062**
Ending Balance (Deficit)	**806,721**	**1,242,341**	-	-	-	-	-	**2,049,062**	**203,892**	**1,522,174**	-	-	-	-	-	**1,726,066**

	Select Fiscal Year			FUNDS						Select Fiscal Year			FUNDS					
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES																
State Financing Sources								-								-
Grants								-								-
Other Financing Sources								-								-
TOTAL REVENUES	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
EXPENDITURES																
Salaries								-								-
Staff Benefits								-								-
General Expense								-								-
Printing								-								-
Telecommunications								-								-
Postage								-								-
Insurance								-								-
Travel in State								-								-
Travel out of State								-								-
Training								-								-
Security								-								-
Facilities Operations								-								-
Utilities								-								-
Contracted Services								-								-
Consulting and Professional Services - Computer Software								-								-
Information Technology (IT)								-								-
Major Equipment								-								-
Other Items of Expense								-								-
Juror Costs								-								-
Other								-								-
Capital Service								-								-
Joint Construction								-								-
Distributed Administration & Allocation								-								-
Prior Year Expense Adjustment								-								-
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-								-
Fund Balance (Deficit)																
Beginning Balance (Deficit)	-	-	-	-	-	-	-	**1,726,066**	**203,892**	**1,522,174**	-	-	-	-	-	**1,726,066**
Ending Balance (Deficit)	-	-	-	-	-	-	-	**1,726,066

Identification of all costs, by category and amount, needed to fully implement the project

Expenses Category		Amount
GL Account	**Description**	
900000	Salaries	-
910000	Staff Benefits	-
920001	General Expense	-
924000	Printing	-
925000	Telecommunications	-
926000	Postage	-
928000	Insurance	-
929000	Travel in State	-
931000	Travel Out of State	-
933000	Training	-
934000	Security	-
935000	Facilities Operations	-
936000	Utilities	-
938000	Contracted Services	-
940000	Consulting and Professional Services - County Provided	-
943000	Information Technology (IT)	-
945000	Major Equipment	392,756
950000	Other Items of Expense	-
972000	Other	-
973000	Debt Service	-
983000	Court Construction	-
990000	Distributed Administration & Allocation	-
Total		**392,756**

A specific funding and expenditure schedule identifying the amounts related to the proposal to be contributed and expended, by fiscal year

Original Request:

Description	FY 2021-22	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	**Total**
Contribution	221,493								**221,493**
Expenditures	221,493								**221,493**
Cumulative Balance	-	-	-	-	-	-	-	-	-

Amended request

Description	FY 2021-22	FY 2022-23	FY 2023-24	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	**Total**
Contribution	221,493	107,953							**329,446**
Expenditures	172,956	109,830	109,970						**392,756**
Cumulative Balance	**48,537**	**46,660**	**(63,310)**	**(63,310)**	**(63,310)**	**(63,310)**	**(63,310)**	**(63,310)**	**(63,310)**

APPLICATION FOR TCTF FUNDS HELD ON BEHALF OF THE COURT

Please check the type of request:

☐ **NEW REQUEST** *(Complete Section I, III, and IV only.)*

☒ **AMENDED REQUEST** *(Complete Sections I through IV.)*

SECTION I: GENERAL INFORMATION

SUPERIOR COURT: Monterey	**PERSON AUTHORIZING REQUEST** *(Presiding Judge or Court Executive Officer)*: **CEO Chris Ruhl**	
	CONTACT PERSON AND CONTACT INFO: Colin Simpson **colin.simpson@monterey.courts.ca.gov** 831-775-5630	
DATE OF SUBMISSION: 9/21/2022	**TIME PERIOD COVERED BY THE REQUEST, INCLUDING CONTRIBUTION AND EXPENDITURE:** FY 2020-21 THROUGH 2024-25	**REQUESTED AMOUNT:** **$297,095, $50,000 in FY 2022–2023**

REASON FOR REQUEST *(Please briefly summarize the purpose for this request, including a brief description of the project/proposal. Use attachments if additional space is needed.)*:

Second Amendment: due to the facility being shared with the County and coordinating with them in the scheduling of their capital projects, the interior and exterior improvement projects likely will not be completed until FY 2024–2025. The request reflects an expanded time period to include FY 2023–2024 and FY 2024–2025.

Amended: Landscaping and Parking Lot Improvements $50,000 addition increasing the request amount from $247,095 to $297,095. The request also includes a carryover of $38,504 from 2021–2022 as work has not been completed related to the original scope of the project.

As part of the Monterey County Superior Court's efforts to reestablish services for the residents of South Monterey County at the King City Courthouse, the Court requests funds to be held on behalf to continue its efforts to improve landscaping and the safety conditions of the parking lot. The King City Courthouse parking lot is in need of significant improvements to prevent damage to the Court and visitors' vehicles. In addition, it became evident that the landscaping, just like the parking lot, reflected many years of neglect which has created safety hazards for the visiting public.

The Court plans to work closely with the JCC Facilities Management Unit and the County of Monterey Public Works to make improvements that will make the exterior of the facility dignified and safe for walking on the sidewalk or through landscaping areas. The projects will entail working to reconstruct or chip seal and restripe the parking lot and improve landscaping by adding shrubs and other low-maintenance plants.

South Monterey County residents make up roughly 17% of Monterey County's population – many of whom lack access to legal services and represent themselves in court, have little access to reliable transportation including public transit, making court appearances or utilizing court resources in Salinas and Monterey difficult and time consuming, and do not have the financial flexibility to miss entire days of work for which they would go unpaid. The court recognizes the need for additional court services in South Monterey County, particularly for self-represented litigants (SRL's) in civil, family law, and guardianships. The court estimates the number of South County SRL's to be greatest in family law, small claims and child support. To better serve and meet the needs of South Monterey County, the court plans to re-establish services at its King City Courthouse. As currently conceived, the courthouse would consist of one hearing room size, multi- purpose courtroom equipped with video remote equipment. Consistent with the Chief Justice's vision for remote hearings in non-criminal case types, this courtroom would allow judicial officers to either appear in person or via video remote for hearings in the following categories: traffic, small claims, restraining orders, name changes, guardianships and some family law matters. Specifically, planned services include:

- *Traffic and small claims matters would be heard 2 days per month.*
- *Self-Help services would be provided on a 2 day per week basis.*
- *On the days that Self-Help services are offered, court administrative services would also be available (accepting payments, filing documents, etc.).*

- *Remote hearings in guardianships, restraining orders and family law matters would be scheduled as the ability to provide these hearings is operationalized.*
- *Remote or in person meeting space for Family Law matters, including instructional videos, mediations and consultations, would be a part of the court facility.*
- *Meeting space for court personnel and/or court focused community support organizations (YWCA, LSFS, others) is also part of the facility plan.*

In order to reestablish services in King City, the court will need to expend significant one-time monies to make the courthouse operational again. The Judicial Council (JCC) and the County of Monterey have already committed significant resources to this project. The timing of the court's role in readying the courthouse depends on the completion of projects to:

1. *Replace the roof of the building, which has already been approved by the JCC's Trial Court Facilities Modification Advisory Committee (TCFMAC) and funded by the JCC and the county – the building is jointly occupied by the court and the county – with the project managed by the JCC.*
2. *Subsequently complete significant interior facility repairs, as approved by the JCC's TCFMAC.*

After the above repairs took place, the court initially expected to expend $366,359 to renovate, equip, and furnish the King City Courthouse. With some estimated cost savings, the project is now expected to cost $337,613. Of this amount, $297,095 would be funded through the TCTF Funds Held on Behalf of the Court process with $169,454 previously allocated to the court in FY 2020–2021 and $77,641 allocated in FY 2021–2022. Costs include IT equipment, furniture, partitions, paint and flooring. The ongoing costs have already been determined and assumed in the court's operational budget.

For many years the Monterey Superior Court provided court administrative services, a pretrial courtroom and a part-time traffic commissioner hearing room in South Monterey County at the King City Courthouse. In 2013, due to a severe reduction in funding across the judicial branch, the court cut staff court-wide by over 20% and the King City Courthouse, which the Judicial Council had planned to replace with a new courthouse in Greenfield, was closed. Unfortunately, late in 2013, the Judicial Council suspended and later cancelled the construction of the Greenfield Courthouse due to the same funding crisis.

In 2018, in an effort to address the needs of South Monterey County residents, the court collaborated with the city of Greenfield to begin offering Self-Help services one-half day a month from the Greenfield City Council chambers. Beginning in 2019, Self-Help services in both English and Spanish were available in Greenfield twice a month. In addition, a commissioner heard traffic and small claims matters once a month. Unfortunately, the COVID-19 pandemic forced the court to shutter services at this location. However, even before the COVID-19 pandemic, the court recognized that Greenfield was not a preferred permanent solution since it was not a dedicated space for the court. While technology allowed the court to "move into" this space each day services were offered, the set up and take down each time is suboptimal and leaves little opportunity for meaningful expansion of services.

The court's vision for additional services in South County will begin with a focus on delivery of robust Self-Help services. During the time these services have been offered in Greenfield, the participation suggests that additional Self-Help services will be used by the community. Users of the Self-Help services offered in Greenfield 2 days per month increased from an average of 9 per month in the first 6 months to 30 per month for 2019. The court's vision is also to develop a roll out for a variety of court hearings in traffic, small claims, restraining orders, name changes, guardianships and some family law matters. Many of these hearings are specialized areas of the law, involving a judge knowledgeable on the particular topics. As such, these are not matters that can be handled by one individual judicial officer. To be able to deliver a diverse set of court hearings in South County, many of the appearances by individuals will be remote hearings into a courtroom in one of the primary court facilities in Monterey or Salinas. Litigants will have the option to appear personally in the court in which the judicial officer is located, or remotely via video at the King City Courthouse. In order to accomplish these goals, it will be necessary to develop a dedicated facility to provide Self-Help Services, administrative services, court hearings and remote hearings. The facility may also provide remote capabilities, meeting space and conference space for Family Law mediation services and for other court-related community-based organizations.

SECTION II: AMENDED REQUEST CHANGES

A. Identify sections and answers amended.

Second amendment: Section I, Expanded time period to include through FY 2024–2025. Reason for Request, Section IV.

First amendment: Section I: Requested Amount, Reason for Request Section IIIA, Section IV

B. Provide a summary of the changes to the request.

Second amendment: Section I, Expanded time period to include through FY 2024–2025 due to the facility being shared with the County and coordinating the scheduling of their capital projects. Sections IVA through D were updated to reflect the additional year in court budgets, fund balances, and timing of project expenditures. Section IVB could not be updated for FY 2023–2024 as the court is still in contract negotiations with represented staff but will update the worksheet once the budget is finalized.

First amendment: The requested amount and financial information were updated as the work was not completed in FY 2020–2021 and FY 2021–2022. In addition, the scope was increased to include work on the exterior of the courthouse at a cost of $50,000. The request also includes a carryover of $38,504 from 2021–2022 as work has not been completed related to the original scope of the project. $39,137 of the $77,641 allocated in 2021–2022 was expended. The originally requested amount of $169,454 was exhausted to support $173,480 in expenditures in FY 2020–2021. The work that remains in FY 2022–2023 including the expanded scope has an estimated cost of $88,504, increasing the total project cost to $337,613 and the request to $297,095 with $247,095 already allocated to the court in the prior years and $50,000 to be allocated in FY 2022–2023. Section IIIA was updated to reflect that the project timeline now extends into FY 2022–2023. Section IVA through D were updated to reflect the additional year in court budgets, fund balances, requested funds held on behalf of the court in FY 2022–2023, and the updated estimated project cost. Section IVB could not be updated for FY 2022–2023 as the court is still in contract negotiations with the union but will update the worksheet once the budget is finalized.

SECTION III: TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE

A. Explain why the request does not fit within the court's annual operational budget process and the three-year encumbrance term.

These funds reflect a large portion of one-time project costs to renovate, equip, and furnish the King City courthouse so that it may be reopened to serve the public as described above. The Judicial Council and the County of Monterey have already committed significant resources to this project. In addition, given the uncertain nature of present and future funding for the judicial branch and trial courts, the court's operational funding would be negatively impacted if it must absorb a reduction in funding of this amount while still funding the courthouse project which it had originally hoped to initiate work on in FY 2019-20. The one-time costs of the project are outside the operational costs for the court, but the ongoing costs have already been determined and assumed in the court's operational budget. The timing of the court's role in readying the courthouse depends on the completion of projects to replace the roof of the building and to make interior repairs, as set forth in Section I above. Though the court was hopeful that it would be able to complete its work in FY 2021-22, the timing of the completion of the first two phases was not definite, and the court needs the funds held on its behalf so that it may, after completion of the two phases, contract with vendors and initiate and continue the work on the project through FY 2022–2023.

SECTION III (continued): TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE

B. How will the request enhance the efficiency and/or effectiveness of court operations, and/or increase the availability of court services and programs?

South Monterey County residents make up roughly 17% of Monterey County's population – many of whom lack access to legal services and represent themselves in court, have little access to reliable transportation, including public transit, making court appearances or utilizing court resources in Salinas and Monterey difficult and time consuming, and do not have the financial flexibility to miss entire days of work for which they would go unpaid. The court recognizes the need for additional court services in South Monterey County, particularly for self-represented litigants (SRL's) in civil, family law, and guardianships. The court estimates the number of South County SRL's to be greatest in family law, small claims and child support. To better serve and meet the needs of South Monterey County, the court plans to re-establish services at its King City Courthouse. As currently conceived, the courthouse would consist of one hearing room size, multi- purpose courtroom equipped with video remote equipment. Consistent with the Chief Justice's vision for remote hearings in non-criminal case types, this courtroom would allow judicial officers to either appear in person or via video remote for hearings in the following categories: traffic, small claims, restraining orders, name changes, guardianships and some family law matters. Specifically, planned services include:

- *Traffic and small claims matters would be heard 2 days per month.*
- *Self-Help services would be provided on a 2 day per week basis.*

- *On the days that Self-Help services are offered, court administrative services would also be available (accepting payments, filing documents, etc.).*
- *Remote hearings in guardianships, restraining orders and family law matters would be scheduled as the ability to provide these hearings is operationalized.*
- *Remote or in person meeting space for Family Law matters including instructional videos, mediations and consultations would be a part of the court facility.*
- *Meeting space for court personnel and/or court focused community support organizations (YWCA, LSFS, others) is also part of the facility plan.*

C. If a cost efficiency, please provide cost comparison (table template provided).

D. Describe the consequences to the court's operations if the court request is not approved.
Given the uncertain nature of present and future funding for the judicial branch and trial courts due to the COVID-19 pandemic and its economic impact, the court's operational funding would be negatively impacted if it must absorb a reduction in funding of this amount while still funding the courthouse project which it had originally hoped to initiate work on in FY 2019-20. As the Judicial Council and the county have already committed significant resources to this project, the court does not see the discontinuation of the project as a viable or responsible option and would have to absorb the unfunded portion of the project, thereby negatively impacting the funding of other essential court operations. Alternatively, the court could consider cutting its one-time project costs, reducing its capacity to provide planned services and thereby negatively impacting the underserved South Monterey County population.

E. Describe the consequences to the public and access to justice if the court request is not approved.
Given the uncertain nature of present and future funding for the judicial branch and trial courts due to the COVID-19 pandemic and its economic impact, the court's operational funding would be negatively impacted if it must absorb a reduction in funding of this amount while still funding the courthouse project which it had originally hoped to initiate work on in FY 2019-20. As the Judicial Council and the county have already committed significant resources to this project, the court does not see the discontinuation of the project as a viable or responsible option and would have to absorb the unfunded portion of the project, thereby negatively impacting the funding of other essential court operations and services to the public. Alternatively, the court could consider cutting its one-time project costs, reducing its capacity to provide planned services and thereby negatively impacting the underserved South Monterey County population.

F. What alternatives has the court identified if the request is not approved, and why is holding funding in the TCTF the preferred alternative?
The one-time costs of this facility-related project are outside the operational costs for the court and are consistent with the guidelines and intent of the TCTF Funds Held on Behalf of the Courts process. The court could consider cutting its one-time project costs, reducing its capacity to provide planned services and thereby negatively impacting the underserved South Monterey County population.

SECTION IV: FINANCIAL INFORMATION

Please provide the following *(table template provided for each)*:

A. Three-year history of year-end fund balances, revenues, and expenditures
See attached

B. Current detailed budget projections for the fiscal years the trial court would either be contributing to or receiving distributions from the TCTF fund balance held on the court's behalf
See attached

C. Identification of all costs, by category and amount, needed to fully implement the project
See attached

D. A specific funding and expenditure schedule identifying the amounts to be contributed and expended, by fiscal year
See attached

Prior three-year history of year-end fund balances, revenues, and expenditures

FY 2022-23	FUNDS							
Description	**General**	**Special Revenue Non-Grant**	**Special Revenue Grant**	**Capital Projects**	**Debt Service**	**Proprietary**	**Fiduciary**	**TOTAL**
Beginning Balance	**1,593,499**	**1,238,931**	-	-	-	-	-	**2,832,430**
Revenues	29,710,696	1,495,552	865,314	-	-	-	-	**32,071,562**
Expenditures	28,944,113	1,257,281	1,327,544	-	-	-	-	**31,528,938**
Operating Transfers In (Out)	(462,230)		462,230	-	-	-	-	-
Ending Fund Balance	**1,897,852**	**1,477,201**	-	-	-	-	-	**3,375,053**

FY 2021-22	FUNDS							
Description	**General**	**Special Revenue Non-Grant**	**Special Revenue Grant**	**Capital Projects**	**Debt Service**	**Proprietary**	**Fiduciary**	**TOTAL**
Beginning Balance	**1,807,023**	**1,051,941**	-	-	-	-	-	**2,858,964**
Revenues	26,620,111	1,130,177	688,555	-	-	-	-	**28,438,843**
Expenditures	26,494,236	943,439	1,027,702	-	-	-	-	**28,465,377**
Operating Transfers In (Out)	(339,399)	252	339,147	-	-	-	-	-
Ending Fund Balance	**1,593,499**	**1,238,931**	-	-	-	-	-	**2,832,430**

FY 2020-21	FUNDS							
Description	**General**	**Special Revenue Non-Grant**	**Special Revenue Grant**	**Capital Projects**	**Debt Service**	**Proprietary**	**Fiduciary**	**TOTAL**
Beginning Balance	**1,231,917**	**873,000**	-					**2,104,917**
Revenues	24,565,282	550,258	674,882					**25,790,421**
Expenditures	23,672,052	373,161	991,161					**25,036,374**
Operating Transfers In (Out)	(318,123)	1,844	316,279					-
Ending Fund Balance	**1,807,023**	**1,051,941**	-	-	-	-	-	**2,858,964**

Current detailed budget projections for the fiscal years the trial court would either be contributing to or receiving distributions from the TCTF fund balance held on the court's behalf

	FY 2021-22			FUNDS						FY 2022-23			FUNDS					
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES																
State Financing Sources	29,412,081	187,453	-	-	-	-	-	29,599,485	29,472,012	1,515,224	-	-	-	-	-	30,987,236
Grants	-	-	622,928	-	-	-	-	622,928	-	-	955,123	-	-	-	-	955,123
Other Financing Sources	368,957	368,704	-	-	-	-	-	737,661	400,501	404,446	-	-	-	-	-	804,947
TOTAL REVENUES	**29,781,038**	**556,157**	**622,928**	-	-	-	-	**30,960,073**	**29,872,513**	**1,919,670**	**955,123**	-	-	-	-	**32,747,306**
EXPENDITURES																
Salaries	**15,276,489**	**106,173**	**487,059**	-	-	-	-	**15,870,441**	**15,434,267**	**189,181**	**540,263**	-	-	-	-	**16,163,711**
Staff Benefits	**7,467,113**	**50,122**	**239,021**	-	-	-	-	**7,756,255**	**8,715,019**	**35,479**	**317,707**	-	-	-	-	**9,128,205**
General Expense	**755,035**	-	**12,134**	-	-	-	-	**767,169**	**744,127**	-	**39,181**	-	-	-	-	**783,308**
Printing	**24,400**	-	-	-	-	-	-	**24,400**	**24,600**	-	-	-	-	-	-	**24,600**
Telecommunications	**176,467**	-	-	-	-	-	-	**176,467**	**168,093**	-	-	-	-	-	-	**168,093**
Postage	**122,156**	-	-	-	-	-	-	**122,156**	**130,000**	-	-	-	-	-	-	**130,000**
Insurance	**21,904**	-	-	-	-	-	-	**21,904**	**22,000**	-	-	-	-	-	-	**22,000**
Travel in State	**41,600**	-	**2,000**	-	-	-	-	**43,600**	**39,200**	-	-	-	-	-	-	**39,200**
Travel out of State	**10,000**	-	-	-	-	-	-	**10,000**	**10,000**	-	-	-	-	-	-	**10,000**
Training	**35,000**	-	**28,575**	-	-	-	-	**63,575**	**32,546**	-	**29,436**	-	-	-	-	**61,982**
Security	**653,856**	-	-	-	-	-	-	**653,856**	**693,800**	-	-	-	-	-	-	**693,800**
Facilities Operations	**487,352**	-	-	-	-	-	-	**487,352**	**762,694**	-	-	-	-	-	-	**762,694**
Utilities	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Contracted Services	**4,239,147**	**183,683**	**2,367**	-	-	-	-	**4,425,198**	**2,278,364**	**142,345**	-	-	-	-	-	**2,420,709**
Consulting and Professional Services - Computer Software	**23,970**	-	-	-	-	-	-	**23,970**	**22,367**	**1,169,326**	-	-	-	-	-	**1,191,693**
Information Technology (IT)	**570,357**	-	**4,200**	-	-	-	-	**574,557**	**580,438**	-	**4,200**	-	-	-	-	**584,638**
Major Equipment	**670,906**	-	-	-	-	-	-	**670,906**	**517,122**	-	**283,803**	-	-	-	-	**800,925**
Other Items of Expense	**13,535**	-	-	-	-	-	-	**13,535**	**12,010**	-	-	-	-	-	-	**12,010**
Juror Costs	**71,449**	-	-	-	-	-	-	**71,449**	**172,179**	-	-	-	-	-	-	**172,179**
Other	**12,000**	-	-	-	-	-	-	**12,000**	-	-	-	-	-	-	-	-
Capital Service	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Joint Construction	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Distributed Administration & Allocation	**(171,221)**	**25,738**	**145,492**	-	-	-	-	-	**(193,000)**	**46,015**	**164,539**	-	-	-	-	**17,554**
Prior Year Expense Adjustment	-	-	-	-	-	-	-	-	**26,145**	**7,500**	-	-	-	-	-	**33,645**
TOTAL EXPENDITURES	**30,462,041**	**365,708**	**922,227**	-	-	-	-	**31,749,976**	**30,051,536**	**1,639,837**	**1,379,129**	-	-	-	-	**33,070,502**
Operating Transfers In (Out)	(299,299)	-	299,299	-	-	-	-	-	(411,800)	-	411,800	-	-	-	-	-
Fund Balance (Deficit)																
Beginning Balance (Deficit)	**1,807,023**	**1,051,941**	-	-	-	-	-	**2,858,964**	**806,721**	**1,242,341**	-	-	-	-	-	**2,049,062**
Ending Balance (Deficit)	**806,721**	**1,242,341**	-	-	-	-	-	**2,049,062**	**203,892**	**1,522,174**	-	-	-	-	-	**1,726,066**

	Select Fiscal Year			FUNDS						Select Fiscal Year			FUNDS					
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES																
State Financing Sources								-								-
Grants								-								-
Other Financing Sources								-								-
TOTAL REVENUES	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
EXPENDITURES																
Salaries								-								-
Staff Benefits								-								-
General Expense								-								-
Printing								-								-
Telecommunications								-								-
Postage								-								-
Insurance								-								-
Travel in State								-								-
Travel out of State								-								-
Training								-								-
Security								-								-
Facilities Operations								-								-
Utilities								-								-
Contracted Services								-								-
Consulting and Professional Services - Computer Software								-								-
Information Technology (IT)								-								-
Major Equipment								-								-
Other Items of Expense								-								-
Juror Costs								-								-
Other								-								-
Capital Service								-								-
Joint Construction								-								-
Distributed Administration & Allocation								-								-
Prior Year Expense Adjustment								-								-
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-								-
Fund Balance (Deficit)																
Beginning Balance (Deficit)	-	-	-	-	-	-	-	**1,726,066**	**203,892**	**1,522,174**	-	-	-	-	-	**1,726,066**
Ending Balance (Deficit)	-	-	-	-	-	-	-	**1,726,066

Identification of all costs, by category and amount, needed to fully implement the project

Expenses Category		Amount
GL Account	**Description**	
900000	Salaries	-
910000	Staff Benefits	-
920001	General Expense	88,470
924000	Printing	-
925000	Telecommunications	-
926000	Postage	-
928000	Insurance	-
929000	Travel in State	-
931000	Travel Out of State	-
933000	Training	-
934000	Security	-
935000	Facilities Operations	208,141
936000	Utilities	-
938000	Contracted Services	14,956
940000	Consulting and Professional Services - County Provided	-
943000	Information Technology (IT)	5,141
945000	Major Equipment	20,905
950000	Other Items of Expense	-
972000	Other	-
973000	Debt Service	-
983000	Court Construction	-
990000	Distributed Administration & Allocation	-
Total		**337,613**

A specific funding and expenditure schedule identifying the amounts related to the proposal to be contributed and expended, by fiscal year

Original Request:

Description	FY 2020-21	FY 2021-22	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	**Total**
Contribution	169,454								**169,454**
Expenditures	169,454								**169,454**
Cumulative Balance	-	-	-	-	-	-	-	-	-

Amended request

Description	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	**Total**
Contribution	169,454	77,641	50,000						**297,095**
Expenditures	169,454	38,504	15		129,641				**337,613**
Cumulative Balance	-	**39,137**	**89,122**	**89,122**	**(40,518)**	**(40,518)**	**(40,518)**	**(40,518)**	**(40,518)**

APPLICATION FOR TCTF FUNDS HELD ON BEHALF OF THE COURT

Please check the type of request:

☐ **NEW REQUEST** *(Complete Section I, III, and IV only.)*

☒ **AMENDED REQUEST** *(Complete Sections I through IV.)*

SECTION I: GENERAL INFORMATION

SUPERIOR COURT: Monterey	**PERSON AUTHORIZING REQUEST** *(Presiding Judge or Court Executive Officer)*: **Chris Ruhl, CEO**	
	CONTACT PERSON AND CONTACT INFO: Colin Simpson **colin.simpson@monterey.courts.ca.gov** 831-775-5630	
DATE OF SUBMISSION: 8/4/2023	**TIME PERIOD COVERED BY THE REQUEST, INCLUDING CONTRIBUTION AND EXPENDITURE:** FY 2023-2024	**REQUESTED AMOUNT:** **$515,505.00 Amended** **$250,000.00 Original**

REASON FOR REQUEST *(Please briefly summarize the purpose for this request, including a brief description of the project/proposal. Use attachments if additional space is needed.)*:

Amended: The Paint and Carpet funds held on behalf request is being amended to increase from $250,000 to $515,505 for a total increase of $265,505. For this increase, $11,611.00 is requested to be transferred from the Court's Fleet funds held on behalf amended request which decreased based on the final acquisition cost. The remaining $253,894 increase is requested as additional funds for FY 2023-2024 which are deemed necessary to complete the projects outlined.

In FY 2022–2023, the Court issued an RFP and awarded a contract for indoor painting services in the amount of $290,424. This amount exceeded the court's initial cost estimate of $150,000. While a contract was issued in FY 2022–2023, the work for this project is not expected to be completed until FY 2023–2024.

In FY 2022–2023, the Court also issued an RFP for carpet installation services. While the court has received bids for this project, the bids provided to date far exceeded the $100,000 initial estimated cost. The Court had not yet awarded the project as of June 30, 2023, and plans to award and complete the project in FY 2023–2024.

The purpose of this request is to fund maintenance and repair projects allowed under rule 10.810 of the California Rules of Court to replace the flooring, painting, and other interior repairs, as needed, at the Salinas and Marina Courthouses.

The Salinas Courthouse is a trial court facility built in 1967 and renovated in October 2010. This is a four-story facility with 97,394 square feet of office space, 11 courtrooms, 12 judicial officer chambers, 9 holding cells for prisoners, a sally port, a large jury assembly room with commercial carpet with a capacity to accommodate 200 jurors, and other areas required for court operations. The Salinas Courthouse is in a mixed residential and business area in the City of Salinas (2020 population 153,177), located at 240 Church St., Salinas, CA 93901. The cases heard at the Salinas Courthouse are felony, misdemeanor, and juvenile dependency cases

The Marina Courthouse is a trial court facility built in 1997. This facility is a single-story with approximately 15,347 square feet of office space, 2 courtrooms, 9 walk-up windows, 2 judicial officer chambers, 2 holding cells for prisoners, a sally port, a large lobby area with commercial carpet, and other areas required for court operations. The Marina Courthouse is in a mixed residential and business area in the City of Marina (2020 population 21,996), located at 3180 Del Monte Boulevard, Marina, CA 93933. This facility has parking for a total of 116 above-parking spaces. The cases heard at the Marina Courthouse are Traffic, DCSS, and Small Claims.

Due to the active use of the premises in these facilities by the public and employees, the Marina and Salinas Courthouses are in need of new paint and the replacement of carpet/flooring in various heavily trafficked areas. The Court plans to paint and add FRP veneer, where it is feasible, in sections of the public hallways. The court plans to use funds to paint and replace carpets in several employee hallways, breakrooms, and offices that are in poor condition and require maintenance.

SECTION II: AMENDED REQUEST CHANGES

A. Identify sections and answers amended.
Section I: Requested Amount, Reason for Request, Section IV

B. Provide a summary of the changes to the request.
The requested amount and financial information were updated as the interior painting and carpet installation projects were not completed in FY 2022–2023. The final requested amount was increased from $250,000 to $515,505 as the interior painting contract award amount, resulting from a competitive bid process, was $290,424 and the bids received to date for the carpet installation project have far exceeded the court's initial estimates. Sections IVA through D were updated to reflect the additional year in court budgets, fund balances, and requested funds held on behalf of the court in FY 2023–2024. Section IVB could not be updated for FY 2023–2024 as the court is still in contract negotiations with represented staff but will update the worksheet once the budget is finalized.

SECTION III: TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE

A. Explain why the request does not fit within the court's annual operational budget process and the three-year encumbrance term.
These funds reflect one-time funding to cover the costs for flooring, painting, and other interior repairs, as needed, at the Salinas and Marina Courthouses. This is a significant one-time outlay of funds for court infrastructure that the Court could not assume to include in its operational costs.

APPLICATION FOR TCTF FUNDS HELD ON BEHALF OF THE COURT (Continued)

SECTION III (continued): TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE

B. How will the request enhance the efficiency and/or effectiveness of court operations, and/or increase the availability of court services and programs?

The Court plans to fund its facilities maintenance program and rule 10.810 to provide a suitable work environment for its employees and the visiting public to continue to provide important services that meet the Judicial Branch's goal of access to justice.

C. If a cost efficiency, please provide cost comparison (table template provided).
N/A

D. Describe the consequences to the court's operations if the court request is not approved.
Given the uncertain nature of future funding for the judicial branch due to inflationary pressures, the court's operational funding would be negatively impacted if it must absorb the amount of $515,505 for these projects. The consequences of not receiving approval for this request would result in the court's public hallways and employee work areas remaining in a dilapidated condition and continue to need replacement flooring and painting, among other repairs. Employee morale would also be negatively impacted if work areas are not adequately maintained.

E. Describe the consequences to the public and access to justice if the court request is not approved.
Given the uncertain nature of future funding for the judicial branch due to inflationary pressures, the court's operational funds would be negatively impacted if it was forced to absorb the $515,505 funding for facilities project work. The public would also be compelled to access services in dilapidated facilities. At times, the public may have limited access to justice when public lobby areas become a safety hazard around flooring that suffered from lack of maintenance.

F. What alternatives has the court identified if the request is not approved, and why is holding funding in the TCTF the preferred alternative?
The one-time costs for the replacement of flooring, painting, and other interior repairs are needed at the Salinas and Marina Courthouses. The funding for these costs are consistent with the guidelines and intent of the TCTF Funds Held on Behalf of the Courts.

If the TCTF FHOB request is not approved, then the Court would need to address safety hazards in carpeting, as needed, and schedule painting public and employee hallways intermittently as funds become available as well as make other rule 10.810 facility maintenance repairs. The ability to hold funding in the TCTF is a preferred alternative to efficiently schedule facilities maintenance work, instead of doing it piecemeal which would create delays and overall ineffective to support employee safety in our courthouse.

SECTION IV: FINANCIAL INFORMATION

Please provide the following *(table template provided for each)*:

A. Three-year history of year-end fund balances, revenues, and expenditures
See attached

B. Current detailed budget projections for the fiscal years the trial court would either be contributing to or receiving distributions from the TCTF fund balance held on the court's behalf
See attached

C. Identification of all costs, by category and amount, needed to fully implement the project
See attached

D. A specific funding and expenditure schedule identifying the amounts to be contributed and expended, by fiscal year
See attached

Prior three-year history of year-end fund balances, revenues, and expenditures

FY 2022-23	FUNDS							
Description	**General**	**Special Revenue Non-Grant**	**Special Revenue Grant**	**Capital Projects**	**Debt Service**	**Proprietary**	**Fiduciary**	**TOTAL**
Beginning Balance	**1,593,499**	**1,238,931**	-	-	-	-	-	**2,832,430**
Revenues	29,710,696	1,495,552	865,314	-	-	-	-	**32,071,562**
Expenditures	28,944,113	1,257,281	1,327,544	-	-	-	-	**31,528,938**
Operating Transfers In (Out)	(462,230)		462,230	-	-	-	-	-
Ending Fund Balance	**1,897,852**	**1,477,201**	-	-	-	-	-	**3,375,053**

FY 2021-22	FUNDS							
Description	**General**	**Special Revenue Non-Grant**	**Special Revenue Grant**	**Capital Projects**	**Debt Service**	**Proprietary**	**Fiduciary**	**TOTAL**
Beginning Balance	**1,807,023**	**1,051,941**	-	-	-	-	-	**2,858,964**
Revenues	26,620,111	1,130,177	688,555	-	-	-	-	**28,438,843**
Expenditures	26,494,236	943,439	1,027,702	-	-	-	-	**28,465,377**
Operating Transfers In (Out)	(339,399)	252	339,147	-	-	-	-	-
Ending Fund Balance	**1,593,499**	**1,238,931**	-	-	-	-	-	**2,832,430**

FY 2020-21	FUNDS							
Description	**General**	**Special Revenue Non-Grant**	**Special Revenue Grant**	**Capital Projects**	**Debt Service**	**Proprietary**	**Fiduciary**	**TOTAL**
Beginning Balance	**1,231,917**	**873,000**	-					**2,104,917**
Revenues	24,565,282	550,258	674,882					**25,790,421**
Expenditures	23,672,052	373,161	991,161					**25,036,374**
Operating Transfers In (Out)	(318,123)	1,844	316,279					-
Ending Fund Balance	**1,807,023**	**1,051,941**	-	-	-	-	-	**2,858,964**

Current detailed budget projections for the fiscal years the trial court would either be contributing to or receiving distributions from the TCTF fund balance held on the court's behalf

	FY 2022-23			FUNDS																																																			
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES																																																							
State Processing Sources	29,472,012	1,515,224	-	-	-	-	-	30,987,236								-								-								-								-								-								-
Grants		-	955,323	-	-	-	-	955,323								-								-								-								-								-								-
Other Financing Sources	400,501	404,446	-	-	-	-	-	804,947								-								-								-								-								-								-
TOTAL REVENUES	**29,872,513**	**1,919,670**	**955,323**	-	-	-	-	**32,747,506**	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
EXPENDITURES																																																							
Salaries	**15,434,367**	**185,181**	**540,263**	-	-	-	-	**16,161,811**								-								-								-								-								-								-
Staff Benefits	**8,723,263**	**85,470**	**317,727**	-	-	-	-	**9,126,460**								-								-								-								-								-								-
General Expense	**906,607**	-	**39,181**	-	-	-	-	**945,788**								-								-								-								-								-								-
Postage	**130,000**	-	-	-	-	-	-	**130,000**								-								-								-								-								-								-
Telecommunications	**168,093**	-	-	-	-	-	-	**168,093**								-								-								-								-								-								-
Postage	**130,000**	-	-	-	-	-	-	**130,000**								-								-								-								-								-								-
Insurance	**22,000**	-	-	-	-	-	-	**22,000**								-								-								-								-								-								-
Travel in State	**39,200**	-	-	-	-	-	-	**39,200**								-								-								-								-								-								-
Travel out of State	**7,500**	-	-	-	-	-	-	**7,500**								-								-								-								-								-								-
Training	**32,546**	-	**29,436**	-	-	-	-	**61,982**								-								-								-								-								-								-
Security	**693,800**	-	-	-	-	-	-	**693,800**								-								-								-								-								-								-
Facilities Operations	**762,604**	-	-	-	-	-	-	**762,604**								-								-								-								-								-								-
Utilities		-	-	-	-	-	-									-								-								-								-								-								-
Contracted Services	**2,278,364**	**142,345**	-	-	-	-	-	**2,420,709**								-								-								-								-								-								-
Consulting and Professional Services - Data Processing Information Technology (IT)	**22,167**	**1,169,326**	-	-	-	-	-	**1,191,493**								-								-								-								-								-								-
Major Equipment	**584,438**	-	**4,200**	-	-	-	-	**588,638**								-								-								-								-								-								-
Other Items of Expense	**517,122**	-	**283,803**	-	-	-	-	**800,925**								-								-								-								-								-								-
Juror Costs	**12,010**	-	-	-	-	-	-	**12,010**								-								-								-								-								-								-
Other	**172,179**	-	-	-	-	-	-	**172,179**								-								-								-								-								-								-
Debt Service	-	-	-	-	-	-	-	-								-								-								-								-								-								-
Court Construction	-	-	-	-	-	-	-	-								-								-								-								-								-								-
Distributed Administration & Allocation	**(110,000)**	**46,015**	**164,539**	-	-	-	-	**17,554**								-								-								-								-								-								-
Prior Year Expense Adjustment	**(6,14)**	**7,500**	-	-	-	-	-	**1,355**								-								-								-								-								-								-
TOTAL EXPENDITURES	**30,051,136**	**1,639,857**	**1,379,129**	-	-	-	-	**33,070,502**	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)	(413,850)	-	413,850					-								-								-								-								-								-								-
Fund Balance (Deficit)																																																							
Beginning Balance (Deficit)	**1,555,499**	**1,230,501**	-					**2,832,430**	**990,670**	**1,118,764**	-	-	-	-	-	**2,109,434**	**990,670**	**1,118,764**	-	-	-	-	-	**2,109,434**	**990,670**	**1,116,764**	-	-	-	-	-	**2,109,434**	**990,670**	**1,118,764**	-	-	-	-	-	**2,109,434**	**990,670**	**1,118,764**	-	-	-	-	-	**2,109,434**	**990,670**	**1,118,764**	-	-	-	-	-	**2,109,434**
Ending Balance (Deficit)	**990,670**	**1,118,764**	-	-	-	-	-	**2,109,434**	**990,670**	**1,118,764**	-	-	-	-	-	**2,109,434**	**990,670**	**1,118,764**	-	-	-	-	-	**2,109,434**	**990,670**	**1,116,764**	-	-	-	-	-	**2,109,434**	**990,670**	**1,118,764**	-	-	-	-	-	**2,109,434**	**990,670**	**1,118,764**	-	-	-	-	-	**2,109,434**	**990,670**	**1,118,764**	-	-	-	-	-	**2,109,434**

Identification of all costs, by category and amount, needed to fully implement the project

Expenses Category		Amount
GL Account	**Description**	
900000	Salaries	-
910000	Staff Benefits	-
920001	General Expense	-
924000	Printing	-
925000	Telecommunications	-
926000	Postage	-
928000	Insurance	-
929000	Travel in State	-
931000	Travel Out of State	-
933000	Training	-
934000	Security	-
935000	Facilities Operations	515,505
936000	Utilities	-
938000	Contracted Services	-
940000	Consulting and Professional Services - County Provided	-
943000	Information Technology (IT)	-
945000	Major Equipment	-
950000	Other Items of Expense	-
972000	Other	-
973000	Debt Service	-
983000	Court Construction	-
990000	Distributed Administration & Allocation	-
Total		**515,505**

A specific funding and expenditure schedule identifying the amounts related to the proposal to be contributed and expended, by fiscal year

Original Request:

Description	FY 2021-22	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	**Total**
Contribution	250,000								**250,000**
Expenditures	250,000								**250,000**
Cumulative Balance	-	-	-	-	-	-	-	-	-

Amended request

Description	FY 2021-22	FY 2022-23	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	**Total**
Contribution	250,000	265,505							**515,505**
Expenditures	-	515,505							**515,505**
Cumulative Balance	**250,000**	-	-	-	-	-	-	-	-

APPLICATION FOR TCTF FUNDS HELD ON BEHALF OF THE COURT

Please check the type of request:

☐ **NEW REQUEST** *(Complete Section I, III, and IV only.)*

☒ **AMENDED REQUEST** *(Complete Sections I through IV.)*

SECTION I: GENERAL INFORMATION

SUPERIOR COURT: San Joaquin	**PERSON AUTHORIZING REQUEST** *(Presiding Judge or Court Executive Officer)*: **Stephanie Bohrer, Court Executive Officer**	
	CONTACT PERSON AND CONTACT INFO: Linda Courtright CFO, 209 992-5217, lcourtright@sjcourts.org	
DATE OF SUBMISSION: 8/3/2023	**TIME PERIOD COVERED BY THE REQUEST, INCLUDING CONTRIBUTION AND EXPENDITURE: AUGUST 2023 TO JUNE 2025**	**REQUESTED AMOUNT: $4,330,507**

REASON FOR REQUEST *(Please briefly summarize the purpose for this request, including a brief description of the project/proposal. Use attachments if additional space is needed.)*:

The Court would like to accumulate savings to build out one shelled courtroom 6B in our 2017 Stockton facility to accommodate our new judgeship appointed in FY19/20. This FHOB application is to set aside money for the review, contractor procurement, and the construction phase of the project.

We anticipate that the project will take four years to complete.

SECTION II: AMENDED REQUEST CHANGES

A. Identify sections and answers amended.

The original estimated cost in FY 22/23 was $4,463,211 with a completion date of August 2024. The new estimated cost is $4,543,424 as of 6/30/23 with a completion date of January 2026. We are requesting $4,330,507 be set aside for the FY 23/24 work.

B. Provide a summary of the changes to the request.

Our Original request on August 1, 2022 was for $212,917 for the design and planning phase of the project. This Amended request will allow us to continue with our shelled courtroom buildout.

SECTION III: TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE

A. Explain why the request does not fit within the court's annual operational budget process and the three-year encumbrance term.

The projected cost of one courtroom is $4,543,424 which is much higher than our 22/23 available fund balance. It will take up to three years of accumulated savings to have enough money to build out our shelled courtroom.

APPLICATION FOR TCTF FUNDS HELD ON BEHALF OF THE COURT (Continued)

SECTION III (continued): TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE

B. How will the request enhance the efficiency and/or effectiveness of court operations, and/or increase the availability of court services and programs?

This project will provide one additional courtroom to accommodate our FY 19/20 new judicial position and will be available for Court trials.

C. If a cost efficiency, please provide cost comparison (table template provided).

N/A

D. Describe the consequences to the court's operations if the court request is not approved.

On February 4, 2021 we sent a request to Facilities Services for the Judicial Council to finish our two shelled courtrooms. Due to budgetary constraints, the Judicial Council has not been able to accommodate our request. While the Judicial Council is finishing one of our shelled courtrooms 5B for the new judicial position allocated in FY 22/23, there is no funding for the FY 19/20 new judicial position. We do not see another way at this point to finish out the remaining shelled courtroom. If our request is denied, we will have a judge without an assigned courtroom.

E. Describe the consequences to the public and access to justice if the court request is not approved.

Being down one courtroom will add to our backlogs which will negatively impact the public.

F. What alternatives has the court identified if the request is not approved, and why is holding funding in the TCTF the preferred alternative?

The 3% fund balance constraint prevents our Court from accumulating the savings necessary to build out our shelled courtroom. It will take up to three years of savings to be able to complete this project. The only other alternative is if the Judicial Council pays for the review, contractor procurement and construction of the one remaining shelled courtroom.

SECTION IV: FINANCIAL INFORMATION

Please provide the following *(table template provided for each)*:

A. Three-year history of year-end fund balances, revenues, and expenditures

See Attached

B. Current detailed budget projections for the fiscal years the trial court would either be contributing to or receiving distributions from the TCTF fund balance held on the court's behalf

See Attached

C. Identification of all costs, by category and amount, needed to fully implement the project

See Attached

D. A specific funding and expenditure schedule identifying the amounts to be contributed and expended, by fiscal year

See Attached

Prior three-year history of year-end fund balances, revenues, and expenditures

FY 2021-22	FUNDS							
Description	**General**	**Special Revenue Non-Grant**	**Special Revenue Grant**	**Capital Projects**	**Debt Service**	**Proprietary**	**Fiduciary**	**TOTAL**
Beginning Balance	**1,755,226**	**1,774,084**	**-**					**3,529,310**
Revenues	46,250,528	1,991,877	3,177,761					**51,420,166**
Expenditures	45,955,311	1,843,923	3,179,090					**50,978,324**
Operating Transfers In (Out)	(1,329)	-	1,329					**-**
Ending Fund Balance	**2,049,114**	**1,922,038**	**-**	**-**	**-**	**-**	**-**	**3,971,152**

FY 2020-21	FUNDS							
Description	**General**	**Special Revenue Non-Grant**	**Special Revenue Grant**	**Capital Projects**	**Debt Service**	**Proprietary**	**Fiduciary**	**TOTAL**
Beginning Balance	**1,976,878**	**2,060,943**	**-**					**4,037,821**
Revenues	41,854,775	2,000,365	2,878,696					**46,733,836**
Expenditures	42,036,977	2,287,164	2,918,206					**47,242,347**
Operating Transfers In (Out)	(39,450)	(60)	39,510					**0**
Ending Fund Balance	**1,755,226**	**1,774,084**	**(0)**	**-**	**-**	**-**	**-**	**3,529,310**

FY 2019-20	FUNDS							
Description	**General**	**Special Revenue Non-Grant**	**Special Revenue Grant**	**Capital Projects**	**Debt Service**	**Proprietary**	**Fiduciary**	**TOTAL**
Beginning Balance	**602,482**	**1,922,727**	**-**					**2,525,209**
Revenues	44,323,651	2,054,095	2,718,859					**49,096,605**
Expenditures	42,933,200	1,915,939	2,734,854					**47,583,993**
Operating Transfers In (Out)	(16,055)	60	15,995					**-**
Ending Fund Balance	**1,976,878**	**2,060,943**	**-**	**-**	**-**	**-**	**-**	**4,037,821**

Current detailed budget projections for the fiscal years the trial court would either be contributing to or receiving distributions from the TCTF fund balance held on the court's behalf

| | FY 2022-23 | | | FUNDS | | | | | | | | | | | | FY 2023-24 | | | FUNDS | | | | | | | | | | | | FY 2024-25 | | | FUNDS | | | | | | | | | | | | Select Fiscal Year | | | FUNDS | | | | | | | | | | | | Select Fiscal Year | | | FUNDS | | | | | | | | | | | | Select Fiscal Year | | | FUNDS | | | | | | | | | | | |
|---|---|---

Identification of all costs, by category and amount, needed to fully implement the project

Expenses Category		Amount
GL Account	**Description**	
900000	Salaries	
910000	Staff Benefits	
920001	General Expense	
924000	Printing	
925000	Telecommunications	
926000	Postage	
928000	Insurance	
929000	Travel in State	
931000	Travel Out of State	
933000	Training	
934000	Security	
935000	Facilities Operations	
936000	Utilities	
938000	Contracted Services	
940000	Consulting and Professional Services - County Provided	
943000	Information Technology (IT)	
945000	Major Equipment	
950000	Other Items of Expense	
972000	Other	
973000	Debt Service	
983000	Court Construction	4,543,424
990000	Distributed Administration & Allocation	
Total		**4,543,424**

A specific funding and expenditure schedule identifying the amounts related to the proposal to be contributed and expended, by fiscal year

Original Request:

Description	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Total
Contribution		212,917	444,641	3,805,653					**4,463,211**
Expenditures									**-**
Cumulative Balance	**-**	**212,917**	**657,558**	**4,463,211**	**4,463,211**	**4,463,211**	**4,463,211**	**4,463,211**	**4,463,211**

Amended request

Description	Select Fiscal Year	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Total
Contribution		212,917	4,330,507						**4,543,424**
Expenditures									**-**
Cumulative Balance	**-**	**212,917**	**4,543,424**	**4,543,424**	**4,543,424**	**4,543,424**	**4,543,424**	**4,543,424**	**4,543,424**

Summary of Recommended Process, Criteria, and Required Information for Trial Court Trust Fund Fund Balance Held on Behalf of the Courts

Recommended Process for Trial Court Trust Fund Fund Balance Held on Behalf of the Courts

1. Trial Court Trust Fund fund balance will be held on behalf of trial courts only for expenditures or projects that cannot be funded by a court's annual budget or three-year encumbrance term and that require multiyear savings to implement.
   a. Categories or activities include, but are not limited to:
      i) Projects that extend beyond the original planned three-year term process such as expenses related to the delayed opening of new facilities or delayed deployment of new information systems;
      ii) Technology improvements or infrastructure such as installing a local data center, data center equipment replacement, case management system deployment, converting to a VoIP telephone system, desktop computer replacement, and replacement of backup emergency power systems;
      iii) Facilities maintenance and repair allowed under rule 10.810 of the California Rules of Court such as flooring replacement and renovation as well as professional facilities maintenance equipment;
      iv) Court efficiencies projects such as online and smart forms for court users and RFID systems for tracking case files; and
      v) Other court infrastructure projects such as vehicle replacement and copymachine replacement.

2. The submission, review, and approval process is as follows:
   a. All requests will be submitted to the Judicial Council for consideration.
   b. Requests will be submitted to the *director of Budget Services* by the court's presiding judge or court executive officer.
   c. *Budget Services* staff will review the request, ask the court to provide any missing or incomplete information, draft a preliminary report, share the preliminary report with the court for its comments, revise as necessary, and issue the report to *the Fiscal Planning Subcommittee of* the Trial Court Budget Advisory Committee (TCBAC); the *subcommittee* will meet to review the request, hear any presentation of the court representative, and ask questions of the representative if one participates on behalf of the court; and *Budget Services* office staff will issue a final report on behalf of the *subcommittee* for the council.
   d. The final report to the *subcommittee* and the Judicial Council will be provided to the requesting court before the report is made publicly available on the California Courts website.
   e. The court may send a representative to the *subcommittee* and Judicial Council meetings to present its request and respond to questions.

3. To be considered at a scheduled Judicial Council business meeting, requests must be submitted to the *director of* Budget Services at least 40 business days (approximately eight weeks) before that business meeting.

4. The Judicial Council may consider including appropriate terms and conditions that courts must accept for the council to approve designating TCTF fund balance on the court's behalf.
   a. Failure to comply with the terms and conditions would result in the immediate change in the designation of the related TCTF fund balance from restricted to unrestricted and no longer held on behalf of the court unless the council specifies an alternative action.

5. Approved requests that courts subsequently determine need to be revised to reflect a change (1) in the amounts by year to be distributed to the court for the planned annual expenditures and/or encumbrances, (2) in the total amount of the planned expenditures, or (3) of more than 10 percent of the total request among the categories of expense will need to be amended and resubmitted following the submission, review, and approval process discussed in 1–3 above.
   a. Denied revised requests will result in the immediate change in the designation of the related TCTF fund balance from restricted to unrestricted and no longer held on behalf of the court unless the council specifies an alternative action.

6. Approved requests that courts subsequently determine have a change in purpose will need to be amended and resubmitted following the submission, review, and approval process discussed in 1–3 above, along with a request that the TCTF funds held on behalf of the court for the previously approved request continue to be held on behalf of the court for this new purpose.
   a. Denied new requests tied to previously approved requests will result in the immediate change in the designation of the related TCTF fund balance from restricted to unrestricted and no longer held on behalf of the court unless the council specifies an alternative action.

7. Courts are required to report to the Trial Court Budget Advisory Committee annually on the status of the project or planned expenditure if not yet complete, and how the funds were expended for completed projects and planned expenditures.

8. As part of the courts' audits in the scope of the normal audit cycle, a review of any funds that were held on behalf of the courts will be made to confirm that they were used for their stated approved purpose.

Recommended Criteria for Eligibility for TCTF Fund Balance Held on Behalf of the Courts

TCTF fund balance will be held on behalf of the trial courts only for expenditures or projects that cannot be funded by the court's annual budget or three-year encumbrance term and that require multiyear savings to implement.

Recommended Information Required to Be Provided by Trial Courts for TCTF Fund Balance Held on Behalf of the Courts

Below is the information required to be provided by trial courts on the *Application for TCTF Funds Held on Behalf of the Court*:

SECTION I
General Information

- Superior court
- Date of submission
- Person authorizing the request
- Contact person and contact information
- Time period covered by the request (includes contribution and expenditure)
- Requested amount
- A description providing a brief summary of the request

SECTION II
Amended Request Changes

- Sections and answers amended
- A summary of changes to request

SECTION III
Trial Court Operations and Access to Justice

- An explanation as to why the request does not fit within the court's annual operational budget process and the three-year encumbrance term
- A description of how the request will enhance the efficiency and/or effectiveness of court operations, and/or increase the availability of court services and programs
- If a cost efficiency, cost comparison ***(table template provided)***
- A description of the consequences to the court's operations if the court request is not approved
- A description of the consequences to the public and access to justice if the court request is not approved
- The alternatives that the court has identified if the request is not approved, and the reason why holding funding in the TCTF is the preferred alternative

SECTION IV
Financial Information

- Three-year history of year-end fund balances, revenues, and expenditures ***(table template provided)***
- Current detailed budget projections for the fiscal years during which the trial court would either be contributing to the TCTF fund balance held on the court's behalf or receiving distributions from the TCTF fund balance held on the court's behalf ***(table template provided)***
- Identification of all costs, by category and amount, needed to fully implement the project ***(table template provided)***
- A specific funding and expenditure schedule identifying the amounts to be contributed and expended, by fiscal year ***(table template provided)***