



# Judicial Council of California

455 Golden Gate Avenue · San Francisco, California 94102-3688

[www.courts.ca.gov](http://www.courts.ca.gov)

---

## REPORT TO THE JUDICIAL COUNCIL

*Item No.: 23-034*

For business meeting on July 21, 2023

---

**Title**

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

**Agenda Item Type**

Action Required

**Effective Date**

July 21, 2023

**Rules, Forms, Standards, or Statutes Affected**

None

**Date of Report**

June 16, 2023

**Recommended by**

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

**Contact**

Rose Lane, 916-643-6926  
[rosemary.lane@jud.ca.gov](mailto:rosemary.lane@jud.ca.gov)

---

### Executive Summary

The Fiscal Planning Subcommittee of the Trial Court Budget Advisory Committee recommends approval of six new and nine amended requests of Trial Court Trust Fund (TCTF) funds to be held on behalf of the trial courts, totaling \$7.5 million from nine trial courts. Under the Judicial Council–adopted process, courts can request that 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 April 20, 2023, the Fiscal Planning Subcommittee of the Trial Court Budget Advisory Committee recommends that the Judicial Council, effective July 21, 2023, approve:

1. New funding requests, totaling \$4.1 million (Attachment A), as follows:

- \$913,000 request from Alameda Superior Court for implementation and deployment of the eCourt Project and migration of its case management system (Attachment B);

- \$18,000 request from Lake Superior Court for case management system configuration (Attachment C);
- \$30,000 request from Lake Superior Court for case management system interfacing with probation (Attachment D);
- \$1 million request from Ventura Superior Court for a case management system upgrade (Attachment E);
- \$838,000 request from Riverside Superior Court for the purchase of court responsible items for the new Indio Juvenile and Family Courthouse (Attachment F); and
- \$1.3 million request from Riverside Superior Court for the purchase of court-responsible items for the new Menifee Courthouse (Attachment G); and

2. Amended requests, totaling \$3.4 million (Attachment H), as follows:

- Request of Sutter Superior Court to extend the period for technology enhancements and facility modifications from 2022–23 to 2023–24, totaling \$605,000 (Attachment I);
- Request of Sutter Superior Court to reduce its original request amount by \$151 and extend the period for facility upgrades from 2022–23 to 2023–24, totaling \$560,000 (Attachment J);
- Request of San Benito Superior Court to repurpose funds to also include facility upgrades through fiscal year 2024–25, totaling \$1.5 million (Attachment K);
- Request of Lake Superior Court to extend the period for case management system interfacing from 2022–23 to 2023–24, totaling \$41,000 (Attachment L);
- Request of Sierra Superior Court to extend the period for facility upgrades from 2022–23 to 2023–24, totaling \$30,000 (Attachment M);
- Request of Placer Superior Court to repurpose the balance of \$64,000 to upgrade audio/video systems for remote hearings through fiscal year 2022–23 (Attachment N);
- Request of Placer Superior Court to repurpose the balance of \$197,000 to upgrade audio/video systems for remote hearings through fiscal year 2022–23 (Attachment O);
- Request of Placer Superior Court to repurpose the balance of \$73,000 to upgrade audio/video systems for remote hearings through fiscal year 2022–23 (Attachment P); and
- Request of San Luis Obispo Superior Court to repurpose \$297,000 to make facility upgrades to construct four offices through 2023–24 (Attachment Q).

## 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.<sup>1</sup> This

---

<sup>1</sup> 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>.

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.

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:

<b>Fund Balance Fiscal Year</b>	<b>No. of Trial Courts</b>	<b>Amount (in millions)</b>
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.<sup>2</sup>

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 R). These recommendations included (1) changing the requirement for reporting to the TCBAC

---

<sup>2</sup> 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>.

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.<sup>3</sup>

## **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.<sup>4</sup>

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

---

<sup>3</sup> 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>.

<sup>4</sup> 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.

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.

## **Attachments and Links**


1. Attachment A: Summary of New Requests
2. Attachment B: Application—Request from Alameda Superior Court
3. Attachment C: Application—Request from Lake Superior Court
4. Attachment D: Application—Request from Lake Superior Court
5. Attachment E: Application—Request from Ventura Superior Court
6. Attachment F: Application—Request from Riverside Superior Court
7. Attachment G: Application—Request from Riverside Superior Court
8. Attachment H: Summary of Amended Requests
9. Attachment I: Application—Request from Sutter Superior Court
10. Attachment J: Application—Request from Sutter Superior Court
11. Attachment K: Application—Request from San Benito Superior Court
12. Attachment L: Application—Request from Lake Superior Court
13. Attachment M: Application—Request from Sierra Superior Court
14. Attachment N: Application—Request from Placer Superior Court
15. Attachment O: Application—Request from Placer Superior Court
16. Attachment P: Application—Request from Placer Superior Court
17. Attachment Q: Application—Request from San Luis Obispo Superior Court
18. Attachment R: Judicial Council *Summary of Recommended Process, Criteria, and Required Information for Trial Court Trust Fund Fund Balance Held on Behalf of the Courts*

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

**New Requests***For consideration at the July 20-21, 2023 Judicial Council meeting.*

<b>Court</b>	<b>Amount Request</b>	<b>Category</b>	<b>High Level Summary</b>
Alameda	\$ 912,802	Technology	Case management system (CMS) interfacing and migration
Lake	17,500	Technology	CMS interfacing
Lake	30,000	Technology	CMS interfacing
Ventura	1,000,000	Technology	CMS upgrading
Riverside	838,493	Facilities	New courthouse: Indio Juvenile and Family Courthouse
Riverside	1,347,824	Facilities	New courthouse: Meniffee Courthouse
	<b><u>\$ 4,146,619</u></b>		

## APPLICATION FOR TCTF FUNDS HELD ON BEHALF OF THE COURT

Please check the type of request:  <input checked="checked" type="checkbox"/> <b>NEW REQUEST</b> <i>(Complete Section I, III, and IV only.)</i>  <input type="checkbox"/> <b>AMENDED REQUEST</b> <i>(Complete Sections I through IV.)</i>		
<b>SECTION I: GENERAL INFORMATION</b>		
<b>SUPERIOR COURT:</b> Alameda	<b>PERSON AUTHORIZING REQUEST</b> <i>(Presiding Judge or Court Executive Officer):</i> Chad Finke, Court Executive Officer  <b>CONTACT PERSON AND CONTACT INFO:</b> Jenny Lee, Finance Manager, jlee2@alameda.courts.ca.gov, 510-891-6225	
<b>DATE OF SUBMISSION:</b> 3/6/2023	<b>TIME PERIOD COVERED BY THE REQUEST, INCLUDING CONTRIBUTION AND EXPENDITURE:</b> JULY 1, 2023 THROUGH JUNE 30, 2024	<b>REQUESTED AMOUNT:</b> \$912,802
<b>REASON FOR REQUEST</b> <i>(Please briefly summarize the purpose for this request, including a brief description of the project/proposal. Use attachments if additional space is needed.):</i>  The TCTF Funds Held on Behalf of the Court will allow the Court to carry over funds to use for the implementation and deployment of the eCourt Project by Journal Technologies, Inc. In June 2020, the Court began Phase 1 of the migration of the legacy case management system, DOMAIN, to eCourt for all Civil case types and Civil Appeals and went live in October 2021. In January 2022, Phase 2 began for Family, Probate, Mental Health and Adoptions, and the go-live date was delayed from November 2022 to September 2023 because the contractor did not adequately scope the project and failed to deliver configuration as scheduled.		
<b>SECTION II: AMENDED REQUEST CHANGES</b>		
<b>A. Identify sections and answers amended.</b>  N/A  <b>B. Provide a summary of the changes to the request.</b>  N/A		
<b>SECTION III: TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE</b>		
<b>A. Explain why the request does not fit within the court's annual operational budget process and the three-year encumbrance term.</b>  The eCourt Project's Phase 2 go-live date was delayed from November 2022 to September 2023, therefore, the Project will not be completed within the 3-year encumbrance term (FY20-21 to FY22-23). Since the contract's payment term is based on the deliverable schedule, the Court needs to encumber the funds for an additional year through FY23-24.		

**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's legacy CMS system DOMAIN requires infrastructure that is no longer supported by the manufacturer(s), which both limits technology modernization efforts and poses critical security risks.

The implementation of the eCourt system will eliminate, or substantially reduce, the current security risks and enhance the efficiency and effectiveness of court operations through various technological improvements such as e-filing, workflow automations, and robust reporting – benefiting the court and public alike.

**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 Court's request is not approved, the Court would be required to utilize funds from the following fiscal year's budget, if available, which would require sacrifices in the funding and timelines of other planned and ongoing projects. A portion of the unencumbered funds from the JSI purchase order will cause the Court's fund balance to be over the cap in FY20-21, and funds will be returned to the State.

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

The eCourt system will increase the efficiency and effectiveness of the Court staff that will use the system which will result in an improved experience for 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?**

Holding the funds in the TCTF is the preferred alternative so that the Court can maintain the ability to fund budgeted costs for the Project and not have to pull the necessary funds from next fiscal year's budget and potentially affect the progress and completion of other Court projects.



## 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 TCTF Tables Template—Sec. 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**

Please see attached TCTF Tables Template—Sec. IV.B.

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

Please see attached TCTF Tables Template—Sec. IV.C.

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

Please see attached TCTF Tables Template—Sec. IV.D.

## 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	5,845,685	1,729,933						7,575,618
Revenues	102,274,393	12,101,745	4,985,859	3,551,698				122,913,695
Expenditures	95,589,793	12,167,706	5,070,522	3,551,698				116,379,719
Operating Transfers In (Out)	(168,640)	83,978	84,662					-
Ending Fund Balance	12,361,645	1,747,950	(0)	-	-	-	-	14,109,595

FY 2020-21	▼	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance	3,731,981	3,927,718						7,659,699
Revenues	93,217,895	8,339,151	3,977,367					105,534,413
Expenditures	90,817,276	10,566,115	4,235,103					105,618,494
Operating Transfers In (Out)	(286,916)	29,180	257,736					-
Ending Fund Balance	5,845,684	1,729,934	-	-	-	-	-	7,575,618

FY 2019-20	▼	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance	6,649,944	1,749,699						8,399,643
Revenues	94,345,291	8,887,920	4,262,144	2,162,500				109,657,855
Expenditures	97,058,181	6,715,012	4,462,105	2,162,500				110,397,798
Operating Transfers In (Out)	(205,072)	5,111	199,961					-
Ending Fund Balance	3,731,982	3,927,718	-	-	-	-	-	7,659,700

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
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General
<b>REVENUES</b>									
State Financing Sources	103,262,142	5,279,372						108,541,514	
Grants			5,458,022					5,458,022	
Other Financing Sources	2,259,352	2,792,080						5,051,432	
<b>TOTAL REVENUES</b>	<b>105,521,494</b>	<b>8,071,452</b>	<b>5,458,022</b>	-	-	-	-	<b>119,050,968</b>	-
<b>EXPENDITURES</b>									
Salaries	53,732,592	722,992	2,601,813					57,057,397	
Staff Benefits	34,416,335	444,176	1,157,860					36,018,371	
General Expense	3,929,251	4,280	169,438					4,102,969	
Printing	316,465							316,465	
Telecommunications	296,058		5,654					301,712	
Postage	501,175							501,175	
Insurance	135,186							135,186	
Travel in State	85,419		49,290					134,709	
Travel Out of State	5,000							5,000	
Training	112,909		2,500					115,409	
Security	24,500							24,500	
Facilities Operations	4,248,955		32,134					4,281,089	
Utilities								-	
Contracted Services	4,060,960	2,703,923	1,177,575					7,942,458	
Consulting and Professional Services - County Provided	660,000	3,725,004						4,385,004	
Information Technology (IT)	2,140,542	577,532	27,999					2,746,073	
Major Equipment	452,784							452,784	
Other Items of Expense	116,122	20,000	98,311					234,433	
Juror Costs	425,000							425,000	
Other								-	
Debt Service								-	
Court Construction								-	
Distributed Administration & Allocation	(488,728)	80,447	408,281					-	
Prior Year Expense Adjustment	3,753		(1,663)					2,090	
<b>TOTAL EXPENDITURES</b>	<b>105,174,278</b>	<b>8,278,354</b>	<b>5,729,192</b>	-	-	-	-	<b>119,181,824</b>	-
Operating Transfers In (Out)	(317,112)	45,942	271,170					-	
<b>Fund Balance (Deficit)</b>									
<b>Beginning Balance (Deficit)</b>	<b>12,361,645</b>	<b>1,747,950</b>	-	-				<b>14,109,595</b>	<b>12,391,749</b>
<b>Ending Balance (Deficit)</b>	<b>12,391,749</b>	<b>1,586,990</b>	-	-	-	-	-	<b>13,978,739</b>	<b>12,391,749</b>

## Current detailed budget projection

		▼	FUNDS					Select Fiscal Year	▼
Description	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant
<b>REVENUES</b>									
State Financing Sources							-		
Grants							-		
Other Financing Sources							-		
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>									
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 - County Provided							-		
Information Technology (IT)							-		
Major Equipment							-		
Other Items of Expense							-		
Juror Costs							-		
Other							-		
Debt Service							-		
Court Construction							-		
Distributed Administration & Allocation							-		
Prior Year Expense Adjustment							-		
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)							-		
<b>Fund Balance (Deficit)</b>									
<b>Beginning Balance (Deficit)</b>	1,586,990	-	-	-	-	-	13,978,739	12,391,749	1,586,990
<b>Ending Balance (Deficit)</b>	1,586,990	-	-	-	-	-	13,978,739	12,391,749	1,586,990

## Current detailed budget projection

	FUNDS						Select Fiscal Year		
Description	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant
<b>REVENUES</b>									
State Financing Sources						-			
Grants						-			
Other Financing Sources						-			
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>									
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 - County Provided						-			
Information Technology (IT)						-			
Major Equipment						-			
Other Items of Expense						-			
Juror Costs						-			
Other						-			
Debt Service						-			
Court Construction						-			
Distributed Administration & Allocation						-			
Prior Year Expense Adjustment						-			
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)						-			
<b>Fund Balance (Deficit)</b>									
<b>Beginning Balance (Deficit)</b>	-	-	-	-	-	13,978,739	12,391,749	1,586,990	-
<b>Ending Balance (Deficit)</b>	-	-	-	-	-	13,978,739	12,391,749	1,586,990	-

## Current detailed budget projection

	FUNDS					Select Fiscal Year	▼	FUNDS	
Description	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects
<b>REVENUES</b>									
State Financing Sources					-				
Grants					-				
Other Financing Sources					-				
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>									
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 - County Provided					-				
Information Technology (IT)					-				
Major Equipment					-				
Other Items of Expense					-				
Juror Costs					-				
Other					-				
Debt Service					-				
Court Construction					-				
Distributed Administration & Allocation					-				
Prior Year Expense Adjustment					-				
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)					-				
<b>Fund Balance (Deficit)</b>									
<b>Beginning Balance (Deficit)</b>	-	-	-	-	13,978,739	12,391,749	1,586,990	-	-
<b>Ending Balance (Deficit)</b>	-	-	-	-	13,978,739	12,391,749	1,586,990	-	-

## Current detailed budget projection

					Select Fiscal Year	▼	FUNDS		
Description	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service
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 - County Provided				-					
Information Technology (IT)				-					
Major Equipment				-					
Other Items of Expense				-					
Juror Costs				-					
Other				-					
Debt Service				-					
Court Construction				-					
Distributed Administration & Allocation				-					
Prior Year Expense Adjustment				-					
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)				-					
Fund Balance (Deficit)									
Beginning Balance (Deficit)	-	-	-	13,978,739	12,391,749	1,586,990	-	-	-
Ending Balance (Deficit)	-	-	-	13,978,739	12,391,749	1,586,990	-	-	-

## Current detailed budget projectior

				Select Fiscal Year	▼	FUNDS			
Description	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary
<b>REVENUES</b>									
State Financing Sources			-						
Grants			-						
Other Financing Sources			-						
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>									
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 - County Provided			-						
Information Technology (IT)			-						
Major Equipment			-						
Other Items of Expense			-						
Juror Costs			-						
Other			-						
Debt Service			-						
Court Construction			-						
Distributed Administration & Allocation			-						
Prior Year Expense Adjustment			-						
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)			-						
<b>Fund Balance (Deficit)</b>									
<b>Beginning Balance (Deficit)</b>	-	-	13,978,739	12,391,749	1,586,990	-	-	-	-
<b>Ending Balance (Deficit)</b>	-	-	13,978,739	12,391,749	1,586,990	-	-	-	-



## Current detailed budget projection

			Select Fiscal Year	▼	FUNDS				
Description	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary
<b>REVENUES</b>									
State Financing Sources		-							
Grants		-							
Other Financing Sources		-							
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>									
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 - County Provided		-							
Information Technology (IT)		-							
Major Equipment		-							
Other Items of Expense		-							
Juror Costs		-							
Other		-							
Debt Service		-							
Court Construction		-							
Distributed Administration & Allocation		-							
Prior Year Expense Adjustment		-							
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)		-							
<b>Fund Balance (Deficit)</b>									
<b>Beginning Balance (Deficit)</b>	-	13,978,739	12,391,749	1,586,990	-	-	-	-	-
<b>Ending Balance (Deficit)</b>	-	13,978,739	12,391,749	1,586,990	-	-	-	-	-

## Current detailed budget projection

Description	TOTAL
<b>REVENUES</b>	
State Financing Sources	-
Grants	-
Other Financing Sources	-
<b>TOTAL REVENUES</b>	-
<b>EXPENDITURES</b>	
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 - County Provided	-
Information Technology (IT)	-
Major Equipment	-
Other Items of Expense	-
Juror Costs	-
Other	-
Debt Service	-
Court Construction	-
Distributed Administration & Allocation	-
Prior Year Expense Adjustment	-
<b>TOTAL EXPENDITURES</b>	-
Operating Transfers In (Out)	-
<b>Fund Balance (Deficit)</b>	
<b>Beginning Balance (Deficit)</b>	<b>13,978,739</b>
<b>Ending Balance (Deficit)</b>	<b>13,978,739</b>

## 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	425,000
940000	Consulting and Professional Services - County Provided	
943000	Information Technology (IT)	487,802
945000	Major Equipment	
950000	Other Items of Expense	
972000	Other	
973000	Debt Service	
983000	Court Construction	
990000	Distributed Administration & Allocation	
<b>Total</b>		<b>912,802</b>



## 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):  
Krista LeVier**CONTACT PERSON AND CONTACT INFO:** Michaela Noland  
[Michaela.noland@lake.courts.ca.gov](mailto:Michaela.noland@lake.courts.ca.gov)  
707-263-2374, x2263**DATE OF SUBMISSION:**  
3/2/2023**TIME PERIOD COVERED BY THE REQUEST, INCLUDING CONTRIBUTION AND EXPENDITURE:**  
FY22– FY23**REQUESTED AMOUNT:**  
\$17,500**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.

**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 configuration changes are a one time expense. The Court's case management configuration 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 workflow 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	24,500								24,500
Expenditures		(3,500)	(3,500)	(17,500)					(24,500)
Cumulative Balance	24,500	28,000	31,500	49,000	49,000	49,000	49,000	49,000	-



# 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

<b>SUPERIOR COURT:</b> Lake	<b>PERSON AUTHORIZING REQUEST</b> (Presiding Judge or Court Executive Officer): Krista LeVier  <b>CONTACT PERSON AND CONTACT INFO:</b> Michaela Noland <a href="mailto:Michaela.noland@lake.courts.ca.gov">Michaela.noland@lake.courts.ca.gov</a> 707-263-2374, x2263	
<b>DATE OF SUBMISSION:</b> 3/2/2023	<b>TIME PERIOD COVERED BY THE REQUEST, INCLUDING CONTRIBUTION AND EXPENDITURE:</b> FY22– FY23	<b>REQUESTED AMOUNT:</b> \$30,000

**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 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 requesting that the funds totaling \$30,000 be held on behalf of 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.**

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.

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	30,000								30,000
Expenditures		-	-	(30,000)					(30,000)
Cumulative Balance	30,000	30,000	30,000	60,000	60,000	60,000	60,000	60,000	-

## 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:**

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:**

3/23/2023

**TIME PERIOD COVERED BY THE REQUEST, INCLUDING CONTRIBUTION AND EXPENDITURE: FY 2022-23 TO FY 2025-26****REQUESTED AMOUNT:**

\$1,000,000\*

**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 Court is requesting that the Judicial Council of California hold funds on the Court's behalf, in the sum of \$1,000,000\* 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.** 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 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 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					0
Ending Fund Balance	509,444	132,631	-	-	-	-	-	642,075

FY 2019-20	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance	3,191,505	91,685	-					3,283,189
Revenues	46,619,390	9,112,407	1,441,479					57,173,276
Expenditures	48,282,568	8,939,993	1,966,289					59,188,850
Operating Transfers In (Out)	(105,399)	60,723	524,809					480,133
Ending Fund Balance	1,422,928	324,821	-	-	-	-	-	1,747,749



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
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General
<b>REVENUES</b>									
State Financing Sources	36,879,334							36,879,334	43,022,134
Grants			1,476,906					1,476,906	
Other Financing Sources	8,118,910	11,481,350						19,600,260	
<b>TOTAL REVENUES</b>	<b>44,998,244</b>	<b>11,481,350</b>	<b>1,476,906</b>	-	-	-	-	<b>57,956,500</b>	<b>43,022,134</b>
<b>EXPENDITURES</b>									
Salaries	24,923,960	4,089,283	1,050,586					30,063,829	26,043,781
Staff Benefits	9,692,079	1,808,031	345,839					11,845,949	10,532,486
General Expense	719,743	36,100						755,843	849,399
Printing	158,700	121,000						279,700	135,400
Telecommunications	62,100	202,600	1,000					265,700	73,995
Postage	420,000	185,000						605,000	364,400
Insurance	23,500							23,500	28,500
Travel in State	10,000							10,000	39,400
Travel Out of State								-	11,300
Training	51,177	8,000						59,177	40,690
Security	1,856,759	8,237	116,300					1,981,296	1,914,752
Facilities Operations	539,449	392,000						931,449	558,650
Utilities	7,200							7,200	8,500
Contracted Services	4,405,500	3,615,432	20,150					8,041,082	4,541,857
Consulting and Professional Services - County Provided	1,368,143	66,734	17,500					1,452,377	1,385,748
Information Technology (IT)	2,315,228	324,105	7,800					2,647,133	2,086,527
Major Equipment	60,900							60,900	20,000
Other Items of Expense	20,000							20,000	20,000
Juror Costs	530,000							530,000	530,000
Other								-	
Debt Service								-	
Court Construction								-	
Distributed Administration & Allocation	(207,020)		207,020					-	144,191
Prior Year Expense Adjustment								-	
<b>TOTAL EXPENDITURES</b>	<b>46,957,418</b>	<b>10,856,522</b>	<b>1,766,195</b>	-	-	-	-	<b>59,580,135</b>	<b>49,329,576</b>
Operating Transfers In (Out)	(605,146)	758,535	(153,389)					-	161,726
<b>Fund Balance (Deficit)</b>									
<b>Beginning Balance (Deficit)</b>								-	(2,564,320)
<b>Ending Balance (Deficit)</b>	<b>(2,564,320)</b>	<b>1,383,363</b>	<b>(442,678)</b>	-	-	-	-	<b>(1,623,635)</b>	<b>(8,710,036)</b>

## Current detailed budget projection

		▼	FUNDS					FY 2022-23	▼
Description	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant
<b>REVENUES</b>									
State Financing Sources							43,022,134	43,680,941	
Grants		948,430					948,430		
Other Financing Sources	10,584,525						10,584,525	8,665,501	8,938,839
<b>TOTAL REVENUES</b>	<b>10,584,525</b>	<b>948,430</b>	-	-	-	-	<b>54,555,089</b>	<b>52,346,442</b>	<b>8,938,839</b>
<b>EXPENDITURES</b>									
Salaries	3,708,582	558,780					30,311,143	27,866,610	3,908,592
Staff Benefits	1,616,989	264,285					12,413,760	11,109,462	1,716,653
General Expense	29,600						878,999	936,874	22,700
Printing	121,500						256,900	150,000	115,100
Telecommunications	202,600	1,000					277,595	86,707	202,500
Postage	185,000						549,400	339,300	153,400
Insurance							28,500	28,500	
Travel in State	3,500						42,900	29,500	2,500
Travel Out of State	2,700						14,000	11,500	2,200
Training	9,200						49,890	37,800	11,200
Security	8,153	116,600					2,039,505	2,156,824	9,041
Facilities Operations	193,538						752,188	558,862	201,364
Utilities							8,500	8,500	
Contracted Services	4,237,850						8,779,707	4,677,279	2,243,739
Consulting and Professional Services - County Provided	77,128	17,500					1,480,376	1,520,786	36,964
Information Technology (IT)	305,255	7,800					2,399,582	2,194,227	328,871
Major Equipment							20,000	52,325	
Other Items of Expense							20,000	20,000	
Juror Costs							530,000	530,000	
Other							-		
Debt Service							-		
Court Construction							-		
Distributed Administration & Allocation		144,191					288,382	(167,718)	
Prior Year Expense Adjustment							-		
<b>TOTAL EXPENDITURES</b>	<b>10,701,595</b>	<b>1,110,156</b>	-	-	-	-	<b>61,141,327</b>	<b>52,147,338</b>	<b>8,954,824</b>
Operating Transfers In (Out)		(161,726)					-	(173,386)	
<b>Fund Balance (Deficit)</b>									
<b>Beginning Balance (Deficit)</b>	<b>1,383,363</b>	<b>(442,678)</b>	-	-	-	-	<b>(1,623,635)</b>	<b>(8,710,036)</b>	<b>1,266,294</b>
<b>Ending Balance (Deficit)</b>	<b>1,266,294</b>	<b>(766,130)</b>	-	-	-	-	<b>(8,209,872)</b>	<b>(8,684,318)</b>	<b>1,250,309</b>

## Current detailed budget projection

	FUNDS						FY 2023-24	▼	
Description	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant
<b>REVENUES</b>									
State Financing Sources						43,680,941	45,313,516	-	-
Grants	1,022,318					1,022,318	-	-	1,060,527
Other Financing Sources						17,604,340	8,989,374	9,272,928	-
<b>TOTAL REVENUES</b>	<b>1,022,318</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>62,307,599</b>	<b>54,302,890</b>	<b>9,272,928</b>	<b>1,060,527</b>
<b>EXPENDITURES</b>									
Salaries	615,050					32,390,252	28,495,002	3,996,731	628,919
Staff Benefits	282,135					13,108,250	11,359,980	1,755,364	288,497
General Expense						959,574	958,001	23,212	-
Printing						265,100	153,383	117,696	-
Telecommunications	1,000					290,207	88,662	207,066	1,023
Postage						492,700	346,951	156,859	-
Insurance						28,500	29,143	-	-
Travel in State						32,000	30,165	2,556	-
Travel Out of State						13,700	11,759	2,250	-
Training						49,000	38,652	11,453	-
Security	104,500					2,270,365	2,205,460	9,245	106,856
Facilities Operations						760,226	571,464	205,905	-
Utilities						8,500	8,692	-	-
Contracted Services						6,921,018	4,782,752	2,294,335	-
Consulting and Professional Services - County Provided	17,500					1,575,250	1,555,080	37,798	17,895
Information Technology (IT)	7,800					2,530,898	2,243,707	336,287	7,976
Major Equipment						52,325	53,505	-	-
Other Items of Expense						20,000	20,451	-	-
Juror Costs						530,000	541,952	-	-
Other						-	-	-	-
Debt Service						-	-	-	-
Court Construction						-	-	-	-
Distributed Administration & Allocation	167,719					1	(171,500)	-	171,501
Prior Year Expense Adjustment						-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>1,195,704</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>62,297,866</b>	<b>53,323,261</b>	<b>9,156,755</b>	<b>1,222,667</b>
Operating Transfers In (Out)	173,386					-			
<b>Fund Balance (Deficit)</b>									
<b>Beginning Balance (Deficit)</b>	<b>(766,130)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(8,209,872)</b>	<b>(8,684,318)</b>	<b>1,250,309</b>	<b>(766,130)</b>
<b>Ending Balance (Deficit)</b>	<b>(766,130)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(8,200,139)</b>	<b>(7,704,688)</b>	<b>1,366,481</b>	<b>(928,270)</b>

## Current detailed budget projection

	FUNDS					FY 2024-25	▼	FUNDS	
Description	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects
<b>REVENUES</b>									
State Financing Sources					45,313,516	47,007,109	-	-	
Grants					1,060,527	-	-	1,100,164	
Other Financing Sources					18,262,302	9,325,352	9,619,504	-	
<b>TOTAL REVENUES</b>	-	-	-	-	64,636,346	56,332,461	9,619,504	1,100,164	-
<b>EXPENDITURES</b>									
Salaries					33,120,652	29,137,564	4,086,857	643,101	
Staff Benefits					13,403,841	11,616,148	1,794,947	295,003	
General Expense					981,213	979,604	23,735	-	
Printing					271,078	156,841	120,350	-	
Telecommunications					296,751	90,662	211,736	1,046	
Postage					503,810	354,775	160,396	-	
Insurance					29,143	29,800	-	-	
Travel in State					32,722	30,845	2,614	-	
Travel Out of State					14,009	12,024	2,300	-	
Training					50,105	39,524	11,711	-	
Security					2,321,562	2,255,194	9,453	109,266	
Facilities Operations					777,369	584,351	210,548	-	
Utilities					8,692	8,888	-	-	
Contracted Services					7,077,087	4,890,603	2,346,073	-	
Consulting and Professional Services - County Provided					1,610,772	1,590,147	38,650	18,298	
Information Technology (IT)					2,587,970	2,294,302	343,870	8,156	
Major Equipment					53,505	54,711	-	-	
Other Items of Expense					20,451	20,912	-	-	
Juror Costs					541,952	554,173	-	-	
Other					-	-	-	-	
Debt Service					-	-	-	-	
Court Construction					-	-	-	-	
Distributed Administration & Allocation					1	(175,368)	-	175,368	
Prior Year Expense Adjustment					-	-	-	-	
<b>TOTAL EXPENDITURES</b>	-	-	-	-	63,702,683	54,525,700	9,363,240	1,250,238	-
Operating Transfers In (Out)					-				
<b>Fund Balance (Deficit)</b>									
<b>Beginning Balance (Deficit)</b>	-	-	-	-	(8,200,139)	(7,704,688)	1,366,481	(928,270)	-
<b>Ending Balance (Deficit)</b>	-	-	-	-	(7,266,476)	(5,897,927)	1,622,745	(1,078,343)	-

## Current detailed budget projection

					Select Fiscal Year	▼	FUNDS		
Description	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service
<b>REVENUES</b>									
State Financing Sources				47,007,109					
Grants				1,100,164					
Other Financing Sources				18,944,856					
<b>TOTAL REVENUES</b>	-	-	-	67,052,129	-	-	-	-	-
<b>EXPENDITURES</b>									
Salaries				33,867,522					
Staff Benefits				13,706,098					
General Expense				1,003,339					
Printing				277,191					
Telecommunications				303,443					
Postage				515,171					
Insurance				29,800					
Travel in State				33,459					
Travel Out of State				14,325					
Training				51,235					
Security				2,373,913					
Facilities Operations				794,899					
Utilities				8,888					
Contracted Services				7,236,675					
Consulting and Professional Services - County Provided				1,647,095					
Information Technology (IT)				2,646,328					
Major Equipment				54,711					
Other Items of Expense				20,912					
Juror Costs				554,173					
Other				-					
Debt Service				-					
Court Construction				-					
Distributed Administration & Allocation				1					
Prior Year Expense Adjustment				-					
<b>TOTAL EXPENDITURES</b>	-	-	-	65,139,178	-	-	-	-	-
Operating Transfers In (Out)				-					
<b>Fund Balance (Deficit)</b>									
<b>Beginning Balance (Deficit)</b>	-	-	-	(7,266,476)	(5,897,927)	1,622,745	(1,078,343)	-	-
<b>Ending Balance (Deficit)</b>	-	-	-	(5,353,525)	(5,897,927)	1,622,745	(1,078,343)	-	-

## Current detailed budget projection

				Select Fiscal Year	▼	FUNDS			
Description	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary
<b>REVENUES</b>									
State Financing Sources			-						
Grants			-						
Other Financing Sources			-						
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>									
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 - County Provided			-						
Information Technology (IT)			-						
Major Equipment			-						
Other Items of Expense			-						
Juror Costs			-						
Other			-						
Debt Service			-						
Court Construction			-						
Distributed Administration & Allocation			-						
Prior Year Expense Adjustment			-						
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)			-						
<b>Fund Balance (Deficit)</b>									
<b>Beginning Balance (Deficit)</b>	-	-	(5,353,525)	(5,897,927)	1,622,745	(1,078,343)	-	-	-
<b>Ending Balance (Deficit)</b>	-	-	(5,353,525)	(5,897,927)	1,622,745	(1,078,343)	-	-	-

## Current detailed budget projection

			Select Fiscal Year	▼	FUNDS				
Description	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary
<b>REVENUES</b>									
State Financing Sources		-							
Grants		-							
Other Financing Sources		-							
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>									
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 - County Provided		-							
Information Technology (IT)		-							
Major Equipment		-							
Other Items of Expense		-							
Juror Costs		-							
Other		-							
Debt Service		-							
Court Construction		-							
Distributed Administration & Allocation		-							
Prior Year Expense Adjustment		-							
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)		-							
<b>Fund Balance (Deficit)</b>									
<b>Beginning Balance (Deficit)</b>	-	(5,353,525)	(5,897,927)	1,622,745	(1,078,343)	-	-	-	-
<b>Ending Balance (Deficit)</b>	-	(5,353,525)	(5,897,927)	1,622,745	(1,078,343)	-	-	-	-

## Current detailed budget projection

Description	TOTAL
<b>REVENUES</b>	
State Financing Sources	-
Grants	-
Other Financing Sources	-
<b>TOTAL REVENUES</b>	-
<b>EXPENDITURES</b>	
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 - County Provided	-
Information Technology (IT)	-
Major Equipment	-
Other Items of Expense	-
Juror Costs	-
Other	-
Debt Service	-
Court Construction	-
Distributed Administration & Allocation	-
Prior Year Expense Adjustment	-
<b>TOTAL EXPENDITURES</b>	-
Operating Transfers In (Out)	-
<b>Fund Balance (Deficit)</b>	
<b>Beginning Balance (Deficit)</b>	<b>(5,353,525)</b>
<b>Ending Balance (Deficit)</b>	<b>(5,353,525)</b>



## 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)	1,000,000
945000	Major Equipment	
950000	Other Items of Expense	
972000	Other	
973000	Debt Service	
983000	Court Construction	
990000	Distributed Administration & Allocation	
<b>Total</b>		<b>1,000,000</b>

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	1,000,000								1,000,000
Expenditures	-	500,000	500,000						1,000,000
Cumulative Balance	1,000,000	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.) **NEW INDIO JUVENILE & FAMILY COURTHOUSE**

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



### SECTION I: GENERAL INFORMATION

#### SUPERIOR COURT:

Riverside

#### PERSON AUTHORIZING REQUEST (Presiding Judge or Court Executive Officer):

**Marita C. Ford, Interim Court Executive Officer and Current CFO**

#### CONTACT PERSON AND CONTACT INFO: Marita Ford

[Marita.ford@riverside.courts.ca.gov](mailto:Marita.ford@riverside.courts.ca.gov) 951-777-3162

#### DATE OF SUBMISSION:

3/24/2023

**TIME PERIOD COVERED BY THE REQUEST, INCLUDING CONTRIBUTION AND EXPENDITURE: FY 22-23 THROUGH FY 24-25 (JULY 1, 2022 – JUNE 30, 2025)**

#### REQUESTED AMOUNT:

**\$ 838,493**

**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 request is to fund the purchase of court responsible items for the new Indio Juvenile and Family Courthouse, which is slated to be finished in August 2024 and occupied shortly thereafter. The new courthouse will replace a two-courtroom function of the existing Juvenile Court, absorb two courtrooms from the Family Division at the existing Larson Justice Center, and provide space for one new judgeship. Spaces are included for court administration, court security operations, holding, and building support. The new building will be approximately 53,255 square feet and will include 130 parking places for court staff and visitors, eight secure judges' parking spaces, and a secure sally port for in-custody transport. The facility will provide a safe, accessible, and operationally efficient building for court staff, judicial officers, and members of the Riverside County community.

Court responsible items include but are not limited to: office equipment, trash cans and bins (offices and outside), moving costs, safes for safekeeping of the court's cash and check deposits, telephones, a telephone system, and network and various other IT-related equipment. These purchases must be made from the court's budget as they are not part of the funding provided for the construction of the project.

### SECTION II: AMENDED REQUEST CHANGES

#### A. Identify sections and answers amended.

N/A - This is a new request.

#### 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 request does not fit within the court's annual operational budget process for these reasons:

- Riverside's budget for FY 23-24 includes numerous additional costs bargained with the three unions that will cause our ending FY fund balance to be an amount that is below our three percent cap. The three percent cap for Riverside does not even cover the full costs of one payroll.
- The court anticipates doing a class and compensation study in FY 23-24, which will likely result in increases in salaries for many of our current employees and should result in more new hires due to improved compensation levels (these are all on-going costs). The study is greatly needed so the court can be a more competitive employer (we currently have over 200 vacancies, almost a 20% vacancy rate).

- Inflation has increased the current costs for all goods and services used by the courts.
- The court responsible one-time costs for these projects are costs that are outside the normal ongoing operational costs for the court, so they cannot be absorbed by established contract amounts.

This request does not fit into the court's 3-year encumbrance term, not for the fact that the term is for 3 years but for the fact that the court needs more flexibility in terms of vendor selection and cost of goods than what the 3-year encumbrance process - with fixed purchase orders, vendors, and amounts - can provide. Costs of goods and services have greatly increased since the onset of COVID in March 2020. We are currently experiencing this very challenge with PO's that were encumbered at the close of prior fiscal years whereby vendors cannot provide the product/service timely or at all due to supply issues and/or they cannot provide the product/service at the price the PO was set up to cover. In addition, unforeseen delays in the construction of this project may take its finishing date beyond the three-year encumbrance term. This project has already experienced delays as a result of the steel subcontractor default.

### **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?**

Goal VI of the Judicial Council's Strategic Plan is a commitment to branch-wide infrastructure for service excellence. The acquisition, construction, and maintenance of adequate facilities is critical to provide the highest quality of justice and service to the citizens of Riverside County.

This funding will purchase office equipment, computers, printers, telephones, etc. for a new courthouse. These items are essential to court operations. Without them, the court would not be able to provide even basic court services to the public in the new building.

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

Not applicable to this request.

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

These expenses for the new Indio courthouse are not discretionary; they must be realized in order to open the new building and serve the public. If this request is not approved, then the court will need to make budget cuts in other areas of court operations and use ongoing funds to fund these one-time costs. In addition, the opening of the courthouse could be delayed.

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

If the court was forced to use its ongoing operational funds, it would need to reduce court services to the public in other areas/court locations. Allowing Riverside to reserve these funds will ensure that the court can meet its monetary obligations related to the project and relocation to the new courthouse. This new facility will provide service improvements for the public, including increased security and access, and will reduce overcrowding for court staff, judicial officers, other justice partners, and the public visiting the building.

**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 have to implement some/all of these alternatives:

- Hiring freeze (salaries/benefits are 85% of court budget; current vacancy rate is already at 20%).
- Deferred maintenance for existing court facilities.
- Reduced services in other buildings and areas of court operations.
- Suspension of scheduled NSI for non-represented staff.
- Delay the opening of the building until the next fiscal year.

Holding the funding in the TCTF is the preferred alternative because the expenses are necessary and given the uncertain nature of future funding for the trial courts, it is fiscally responsible to reserve funds now for one-time project costs when the court has the resources to do so. These costs are consistent with the recommended process for funds held on behalf of a court.

#### 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

See table template for responses to A-D.

## 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
<b>Beginning Balance</b>	<b>4,486,562</b>	<b>4,237,239</b>						<b>8,723,801</b>
Revenues	169,001,216	15,861,617	1,689,268					<b>186,552,101</b>
Expenditures	161,555,603	15,334,095	1,758,461					<b>178,648,159</b>
Operating Transfers In (Out)	(138,019)	68,826	69,193					-
<b>Ending Fund Balance</b>	<b>11,794,156</b>	<b>4,833,587</b>	-	-	-	-	-	<b>16,627,743</b>

FY 2020-21	▼	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
<b>Beginning Balance</b>	<b>4,658,173</b>	<b>4,197,385</b>						<b>8,855,558</b>
Revenues	150,388,915	14,937,039	1,485,667					<b>166,811,621</b>
Expenditures	150,475,155	14,962,240	1,505,983					<b>166,943,378</b>
Operating Transfers In (Out)	(85,371)	65,055	20,316					-
<b>Ending Fund Balance</b>	<b>4,486,562</b>	<b>4,237,239</b>	-	-	-	-	-	<b>8,723,801</b>

FY 2019-20	▼	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
<b>Beginning Balance</b>	<b>5,985,272</b>	<b>4,658,147</b>						<b>10,643,419</b>
Revenues	156,245,082	14,654,671	1,710,687					<b>172,610,440</b>
Expenditures	157,505,388	15,162,775	1,730,139					<b>174,398,302</b>
Operating Transfers In (Out)	(66,793)	47,341	19,452					-
<b>Ending Fund Balance</b>	<b>4,658,173</b>	<b>4,197,384</b>	-	-	-	-	-	<b>8,855,557</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

	FY 2022-23	▼	FUNDS						FY 2023-24
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General
<b>REVENUES</b>									
State Financing Sources	180,780,313							180,780,313	
Grants			1,891,742					1,891,742	-
Other Financing Sources		32,851,276						32,851,276	
<b>TOTAL REVENUES</b>	<b>180,780,313</b>	<b>32,851,276</b>	<b>1,891,742</b>	-	-	-	-	<b>215,523,331</b>	-
<b>EXPENDITURES</b>									
Salaries	97,193,151	5,811,655	774,333					103,779,139	
Staff Benefits	48,396,027	3,426,627	654,396					52,477,051	
General Expense	8,100,715	506,222	31,858					8,638,796	
Printing	321,677	48,435						370,112	
Telecommunications	473,623	39,227	4,700					517,550	
Postage	1,186,726	198,864						1,385,590	
Insurance	118,904	6,412						125,316	
Travel in State	161,559	6,717	7,800					176,076	
Travel Out of State	12,235	4,500						16,735	
Training	111,635	5,000	4,100					120,735	
Security	2,283,365	119,870	162,500					2,565,735	
Facilities Operations	4,564,652	1,434,814	17,200					6,016,666	
Utilities								-	
Contracted Services	13,554,135	7,951,400	2,950					21,508,485	
Consulting and Professional Services - County Provided	174,872	1,681,020						1,855,892	
Information Technology (IT)	5,228,345	864,948	9,600					6,102,893	
Major Equipment	1,595,377	70,000						1,665,377	
Other Items of Expense	2,451,706	30,720						2,482,426	
Juror Costs								-	
Other								-	
Debt Service								-	
Court Construction								-	
Distributed Administration & Allocation	(1,738,021)	1,469,431	268,590					-	
Prior Year Expense Adjustment	38,006	34,613	(5,359)					67,260	
<b>TOTAL EXPENDITURES</b>	<b>184,228,691</b>	<b>23,710,474</b>	<b>1,932,668</b>	-	-	-	-	<b>209,871,833</b>	-
Operating Transfers In (Out)	(129,731)	88,806	40,926					-	
<b>Fund Balance (Deficit)</b>									
<b>Beginning Balance (Deficit)</b>	<b>11,794,156</b>	<b>4,833,587</b>						<b>16,627,743</b>	<b>8,216,046</b>
<b>Ending Balance (Deficit)</b>	<b>8,216,046</b>	<b>14,063,195</b>	<b>(0)</b>	-	-	-	-	<b>22,279,241</b>	<b>8,216,046</b>

Current detailed budget projection

		▼	FUNDS					FY 2024-25	▼
Description	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant
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 - County Provided							-		
Information Technology (IT)							-		
Major Equipment							-		
Other Items of Expense							-		
Juror Costs							-		
Other							-		
Debt Service							-		
Court Construction							-		
Distributed Administration & Allocation							-		
Prior Year Expense Adjustment							-		
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)							-		
Fund Balance (Deficit)									
Beginning Balance (Deficit)	14,063,195	(0)	-	-	-	-	22,279,241	8,216,046	14,063,195
Ending Balance (Deficit)	14,063,195	(0)	-	-	-	-	22,279,241	8,216,046	14,063,195



## Current detailed budget projection

	FUNDS						Select Fiscal Year	▼	
Description	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant
<b>REVENUES</b>									
State Financing Sources						-			
Grants						-			
Other Financing Sources						-			
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>									
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 - County Provided						-			
Information Technology (IT)						-			
Major Equipment						-			
Other Items of Expense						-			
Juror Costs						-			
Other						-			
Debt Service						-			
Court Construction						-			
Distributed Administration & Allocation						-			
Prior Year Expense Adjustment						-			
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)						-			
<b>Fund Balance (Deficit)</b>									
<b>Beginning Balance (Deficit)</b>	(0)	-	-	-	-	22,279,241	8,216,046	14,063,195	(0)
<b>Ending Balance (Deficit)</b>	(0)	-	-	-	-	22,279,241	8,216,046	14,063,195	(0)

## Current detailed budget projection

	FUNDS					Select Fiscal Year	▼	FUNDS	
Description	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects
<b>REVENUES</b>									
State Financing Sources					-				
Grants					-				
Other Financing Sources					-				
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>									
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 - County Provided					-				
Information Technology (IT)					-				
Major Equipment					-				
Other Items of Expense					-				
Juror Costs					-				
Other					-				
Debt Service					-				
Court Construction					-				
Distributed Administration & Allocation					-				
Prior Year Expense Adjustment					-				
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)					-				
<b>Fund Balance (Deficit)</b>									
<b>Beginning Balance (Deficit)</b>	-	-	-	-	22,279,241	8,216,046	14,063,195	(0)	-
<b>Ending Balance (Deficit)</b>	-	-	-	-	22,279,241	8,216,046	14,063,195	(0)	-

## Current detailed budget projection

					Select Fiscal Year	▼	FUNDS		
Description	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service
<b>REVENUES</b>									
State Financing Sources				-					
Grants				-					
Other Financing Sources				-					
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>									
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 - County Provided				-					
Information Technology (IT)				-					
Major Equipment				-					
Other Items of Expense				-					
Juror Costs				-					
Other				-					
Debt Service				-					
Court Construction				-					
Distributed Administration & Allocation				-					
Prior Year Expense Adjustment				-					
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)				-					
<b>Fund Balance (Deficit)</b>									
<b>Beginning Balance (Deficit)</b>	-	-	-	22,279,241	8,216,046	14,063,195	(0)	-	-
<b>Ending Balance (Deficit)</b>	-	-	-	22,279,241	8,216,046	14,063,195	(0)	-	-

## Current detailed budget projection

				Select Fiscal Year	▼	FUNDS			
Description	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary
<b>REVENUES</b>									
State Financing Sources			-						
Grants			-						
Other Financing Sources			-						
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>									
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 - County Provided			-						
Information Technology (IT)			-						
Major Equipment			-						
Other Items of Expense			-						
Juror Costs			-						
Other			-						
Debt Service			-						
Court Construction			-						
Distributed Administration & Allocation			-						
Prior Year Expense Adjustment			-						
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)			-						
<b>Fund Balance (Deficit)</b>									
<b>Beginning Balance (Deficit)</b>	-	-	22,279,241	8,216,046	14,063,195	(0)	-	-	-
<b>Ending Balance (Deficit)</b>	-	-	22,279,241	8,216,046	14,063,195	(0)	-	-	-

## Current detailed budget projection

			Select Fiscal Year	▼	FUNDS				
Description	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary
<b>REVENUES</b>									
State Financing Sources		-							
Grants		-							
Other Financing Sources		-							
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>									
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 - County Provided		-							
Information Technology (IT)		-							
Major Equipment		-							
Other Items of Expense		-							
Juror Costs		-							
Other		-							
Debt Service		-							
Court Construction		-							
Distributed Administration & Allocation		-							
Prior Year Expense Adjustment		-							
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)		-							
<b>Fund Balance (Deficit)</b>									
<b>Beginning Balance (Deficit)</b>	-	22,279,241	8,216,046	14,063,195	(0)	-	-	-	-
<b>Ending Balance (Deficit)</b>	-	22,279,241	8,216,046	14,063,195	(0)	-	-	-	-

## Current detailed budget projection

Description	TOTAL
<b>REVENUES</b>	
State Financing Sources	-
Grants	-
Other Financing Sources	-
<b>TOTAL REVENUES</b>	-
<b>EXPENDITURES</b>	
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 - County Provided	-
Information Technology (IT)	-
Major Equipment	-
Other Items of Expense	-
Juror Costs	-
Other	-
Debt Service	-
Court Construction	-
Distributed Administration & Allocation	-
Prior Year Expense Adjustment	-
<b>TOTAL EXPENDITURES</b>	-
Operating Transfers In (Out)	-
<b>Fund Balance (Deficit)</b>	
<b>Beginning Balance (Deficit)</b>	<b>22,279,241</b>
<b>Ending Balance (Deficit)</b>	<b>22,279,241</b>

## 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	747,493
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	85,000
940000	Consulting and Professional Services - County Provided	
943000	Information Technology (IT)	6,000
945000	Major Equipment	
950000	Other Items of Expense	
972000	Other	
973000	Debt Service	
983000	Court Construction	
990000	Distributed Administration & Allocation	
<b>Total</b>		<b>838,493</b>

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	838,493								838,493
Expenditures			838,493						838,493
Cumulative Balance	838,493	838,493	-	-	-	-	-	-	-



## 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.) **NEW MENIFEE COURTHOUSE**

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



### SECTION I: GENERAL INFORMATION

**SUPERIOR COURT:**

Riverside

**PERSON AUTHORIZING REQUEST** (Presiding Judge or Court Executive Officer):

**Marita C. Ford, Interim Court Executive Officer and Current CFO**

**CONTACT PERSON AND CONTACT INFO:** Marita Ford

[Marita.ford@riverside.courts.ca.gov](mailto:Marita.ford@riverside.courts.ca.gov) 951-777-3162

**DATE OF SUBMISSION:**

3/24/2023

**TIME PERIOD COVERED BY THE REQUEST, INCLUDING CONTRIBUTION AND EXPENDITURE: FY 22-23 THROUGH FY 24-25 (JULY 1, 2022 – JUNE 30, 2025)**

**REQUESTED AMOUNT:**

**\$ 1,347,824**

**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 request is to fund the purchase of court responsible items for the new Menifee Courthouse, which is slated to be finished on March 21, 2024, and occupied in late March/early April 2024. The Menifee Courthouse will replace an existing, out dated 5-courtroom facility (Hemet) with a new 9-courtroom modern courthouse. Services in the new building will include: family, traffic, and civil case calendars along with family law mediation, self-help, and jury. The 3-story court building is approximately 85,010 square feet and will be part of the City of Menifee Town Center Development. The new building will provide a safe, accessible, and operationally efficient building for court staff, judicial officers, and members of the Riverside County community.

Court responsible items include but are not limited to: office equipment, trash cans and bins (offices and outside), moving costs, safes for safekeeping of the court's cash and check deposits, telephones, a telephone system, and network and various other IT-related equipment. These purchases must be made from the court's budget as they are not part of the funding provided for the construction of the project.

### SECTION II: AMENDED REQUEST CHANGES

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

N/A - This is a new request.

**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 request does not fit within the court's annual operational budget process for these reasons:

- Riverside's budget for FY 23-24 includes numerous additional costs bargained with the three unions that will cause our ending FY fund balance to be an amount that is below our three percent cap. The three percent cap for Riverside does not even cover the full costs of one payroll.
- The court anticipates doing a class and compensation study in FY 23-24, which will likely result in increases in salaries for many of our current employees and should result in more new hires due to improved compensation levels (these are all on-going costs). The study is greatly needed so the court can be a more competitive employer (we currently have over 200 vacancies, almost a 20% vacancy rate).
- Inflation has increased the current costs for all goods and services used by the courts.

- The court responsible one-time costs for these projects are costs that are outside the normal ongoing operational costs for the court, so they cannot be absorbed by established contract amounts.

This request does not fit into the court's 3-year encumbrance term, not for the fact that the term is for 3 years but for the fact that the court needs more flexibility in terms of vendor selection and cost of goods than what the 3-year encumbrance process - with fixed purchase orders, vendors, and amounts - can provide. Costs of goods and services have greatly increased since the onset of COVID in March 2020. We are currently experiencing this very challenge with PO's that were encumbered at the close of prior fiscal years whereby vendors cannot provide the product/service timely or at all due to supply issues and/or they cannot provide the product/service at the price the PO was set up to cover.

In addition, unforeseen delays in the construction of this project may take its finishing date beyond 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?**

Goal VI of the Judicial Council's Strategic Plan is a commitment to branch-wide infrastructure for service excellence. The acquisition, construction, and maintenance of adequate facilities is critical to provide the highest quality of justice and service to the citizens of Riverside County.

This funding will purchase office equipment, computers, printers, telephones, etc. for a new courthouse. These items are essential to court operations. Without them, the court would not be able to provide even basic court services to the public in the new building.

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

Not applicable to this request.

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

These expenses for the new Meniffee courthouse are not discretionary; they must be realized in order to open the new building and serve the public. If this request is not approved, then the court will need to make budget cuts in other areas of court operations and use ongoing funds to fund these one-time costs. In addition, the opening of the new courthouse could be delayed.

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

If the court was forced to use its ongoing operational funds, it would need to reduce court services to the public in other areas/court locations. Allowing Riverside to reserve these funds will ensure that the court can meet its monetary obligations related to the project and relocation to the new courthouse. This new facility will provide service improvements for the public, including increased security and access, and will reduce overcrowding for court staff, judicial officers, other justice partners, and the public visiting the building.

**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 have to implement some/all of these alternatives:

- Hiring freeze (salaries/benefits are 85% of court budget; current vacancy rate is already at 20%).
- Deferred maintenance for existing court facilities.
- Reduced services in other buildings and areas of court operations.
- Suspension of scheduled NSI for non-represented staff.
- Delay the opening of the building until the next fiscal year.

Holding the funding in the TCTF is the preferred alternative because the expenses are necessary and given the uncertain nature of future funding for the trial courts, it is fiscally responsible to reserve funds now for one-time project costs when the court has the resources to do so. These costs are consistent with the recommended process for funds held on behalf of a court.

#### 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

See table template for responses to A-D.

## 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
<b>Beginning Balance</b>	<b>4,486,562</b>	<b>4,237,239</b>						<b>8,723,801</b>
Revenues	169,001,216	15,861,617	1,689,268					<b>186,552,101</b>
Expenditures	161,555,603	15,334,095	1,758,461					<b>178,648,159</b>
Operating Transfers In (Out)	(138,019)	68,826	69,193					-
<b>Ending Fund Balance</b>	<b>11,794,156</b>	<b>4,833,587</b>	-	-	-	-	-	<b>16,627,743</b>

FY 2020-21	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
<b>Beginning Balance</b>	<b>4,658,173</b>	<b>4,197,385</b>						<b>8,855,558</b>
Revenues	150,388,915	14,937,039	1,485,667					<b>166,811,621</b>
Expenditures	150,475,155	14,962,240	1,505,983					<b>166,943,378</b>
Operating Transfers In (Out)	(85,371)	65,055	20,316					-
<b>Ending Fund Balance</b>	<b>4,486,562</b>	<b>4,237,239</b>	-	-	-	-	-	<b>8,723,801</b>

FY 2019-20	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
<b>Beginning Balance</b>	<b>5,985,272</b>	<b>4,658,147</b>						<b>10,643,419</b>
Revenues	156,245,082	14,654,671	1,710,687					<b>172,610,440</b>
Expenditures	157,505,388	15,162,775	1,730,139					<b>174,398,302</b>
Operating Transfers In (Out)	(66,793)	47,341	19,452					-
<b>Ending Fund Balance</b>	<b>4,658,173</b>	<b>4,197,384</b>	-	-	-	-	-	<b>8,855,557</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

	FY 2022-23	▼	FUNDS						Select Fiscal Year
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General
<b>REVENUES</b>									
State Financing Sources	180,780,313							180,780,313	
Grants			1,891,742					1,891,742	-
Other Financing Sources		32,851,276						32,851,276	
<b>TOTAL REVENUES</b>	<b>180,780,313</b>	<b>32,851,276</b>	<b>1,891,742</b>	-	-	-	-	<b>215,523,331</b>	-
<b>EXPENDITURES</b>									
Salaries	97,193,151	5,811,655	774,333					103,779,139	
Staff Benefits	48,396,027	3,426,627	654,396					52,477,051	
General Expense	8,100,715	506,222	31,858					8,638,796	
Printing	321,677	48,435						370,112	
Telecommunications	473,623	39,227	4,700					517,550	
Postage	1,186,726	198,864						1,385,590	
Insurance	118,904	6,412						125,316	
Travel in State	161,559	6,717	7,800					176,076	
Travel Out of State	12,235	4,500						16,735	
Training	111,635	5,000	4,100					120,735	
Security	2,283,365	119,870	162,500					2,565,735	
Facilities Operations	4,564,652	1,434,814	17,200					6,016,666	
Utilities								-	-
Contracted Services	13,554,135	7,951,400	2,950					21,508,485	
Consulting and Professional Services - County Provided	174,872	1,681,020						1,855,892	
Information Technology (IT)	5,228,345	864,948	9,600					6,102,893	
Major Equipment	1,595,377	70,000						1,665,377	
Other Items of Expense	2,451,706	30,720						2,482,426	
Juror Costs								-	-
Other								-	-
Debt Service								-	-
Court Construction								-	-
Distributed Administration & Allocation	(1,738,021)	1,469,431	268,590					-	
Prior Year Expense Adjustment	38,006	34,613	(5,359)					67,260	
<b>TOTAL EXPENDITURES</b>	<b>184,228,691</b>	<b>23,710,474</b>	<b>1,932,668</b>	-	-	-	-	<b>209,871,833</b>	-
Operating Transfers In (Out)	(129,731)	88,806	40,926					-	
<b>Fund Balance (Deficit)</b>									
<b>Beginning Balance (Deficit)</b>	<b>11,794,156</b>	<b>4,833,587</b>						<b>16,627,743</b>	<b>8,216,046</b>
<b>Ending Balance (Deficit)</b>	<b>8,216,046</b>	<b>14,063,195</b>	<b>(0)</b>	-	-	-	-	<b>22,279,241</b>	<b>8,216,046</b>

Current detailed budget projection

		▼	FUNDS					FY 2024-25	▼
Description	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant
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 - County Provided							-		
Information Technology (IT)							-		
Major Equipment							-		
Other Items of Expense							-		
Juror Costs	-	-					-		
Other	-	-					-		
Debt Service	-	-					-		
Court Construction	-	-					-		
Distributed Administration & Allocation							-		
Prior Year Expense Adjustment							-		
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)							-		
Fund Balance (Deficit)									
Beginning Balance (Deficit)	14,063,195	(0)	-	-	-	-	22,279,241	8,216,046	14,063,195
Ending Balance (Deficit)	14,063,195	(0)	-	-	-	-	22,279,241	8,216,046	14,063,195

## Current detailed budget projection

	FUNDS						Select Fiscal Year	▼	
Description	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant
<b>REVENUES</b>									
State Financing Sources						-			
Grants						-			
Other Financing Sources						-			
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>									
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 - County Provided						-			
Information Technology (IT)						-			
Major Equipment						-			
Other Items of Expense						-			
Juror Costs						-			
Other						-			
Debt Service						-			
Court Construction						-			
Distributed Administration & Allocation						-			
Prior Year Expense Adjustment						-			
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)						-			
<b>Fund Balance (Deficit)</b>									
<b>Beginning Balance (Deficit)</b>	(0)	-	-	-	-	22,279,241	8,216,046	14,063,195	(0)
<b>Ending Balance (Deficit)</b>	(0)	-	-	-	-	22,279,241	8,216,046	14,063,195	(0)

## Current detailed budget projection

	FUNDS					Select Fiscal Year	▼	FUNDS	
Description	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects
<b>REVENUES</b>									
State Financing Sources					-				
Grants					-				
Other Financing Sources					-				
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>									
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 - County Provided					-				
Information Technology (IT)					-				
Major Equipment					-				
Other Items of Expense					-				
Juror Costs					-				
Other					-				
Debt Service					-				
Court Construction					-				
Distributed Administration & Allocation					-				
Prior Year Expense Adjustment					-				
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)					-				
<b>Fund Balance (Deficit)</b>									
<b>Beginning Balance (Deficit)</b>	-	-	-	-	22,279,241	8,216,046	14,063,195	(0)	-
<b>Ending Balance (Deficit)</b>	-	-	-	-	22,279,241	8,216,046	14,063,195	(0)	-



## Current detailed budget projection

					Select Fiscal Year	▼	FUNDS		
Description	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service
<b>REVENUES</b>									
State Financing Sources				-					
Grants				-					
Other Financing Sources				-					
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>									
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 - County Provided				-					
Information Technology (IT)				-					
Major Equipment				-					
Other Items of Expense				-					
Juror Costs				-					
Other				-					
Debt Service				-					
Court Construction				-					
Distributed Administration & Allocation				-					
Prior Year Expense Adjustment				-					
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)				-					
<b>Fund Balance (Deficit)</b>									
<b>Beginning Balance (Deficit)</b>	-	-	-	22,279,241	8,216,046	14,063,195	(0)	-	-
<b>Ending Balance (Deficit)</b>	-	-	-	22,279,241	8,216,046	14,063,195	(0)	-	-

## Current detailed budget projection

				Select Fiscal Year	▼	FUNDS			
Description	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary
<b>REVENUES</b>									
State Financing Sources			-						
Grants			-						
Other Financing Sources			-						
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>									
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 - County Provided			-						
Information Technology (IT)			-						
Major Equipment			-						
Other Items of Expense			-						
Juror Costs			-						
Other			-						
Debt Service			-						
Court Construction			-						
Distributed Administration & Allocation			-						
Prior Year Expense Adjustment			-						
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)			-						
<b>Fund Balance (Deficit)</b>									
<b>Beginning Balance (Deficit)</b>	-	-	22,279,241	8,216,046	14,063,195	(0)	-	-	-
<b>Ending Balance (Deficit)</b>	-	-	22,279,241	8,216,046	14,063,195	(0)	-	-	-

## Current detailed budget projection

			Select Fiscal Year	▼	FUNDS				
Description	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary
<b>REVENUES</b>									
State Financing Sources		-							
Grants		-							
Other Financing Sources		-							
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>									
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 - County Provided		-							
Information Technology (IT)		-							
Major Equipment		-							
Other Items of Expense		-							
Juror Costs		-							
Other		-							
Debt Service		-							
Court Construction		-							
Distributed Administration & Allocation		-							
Prior Year Expense Adjustment		-							
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)		-							
<b>Fund Balance (Deficit)</b>									
<b>Beginning Balance (Deficit)</b>	-	22,279,241	8,216,046	14,063,195	(0)	-	-	-	-
<b>Ending Balance (Deficit)</b>	-	22,279,241	8,216,046	14,063,195	(0)	-	-	-	-

## Current detailed budget projection

Description	TOTAL
<b>REVENUES</b>	
State Financing Sources	-
Grants	-
Other Financing Sources	-
<b>TOTAL REVENUES</b>	-
<b>EXPENDITURES</b>	
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 - County Provided	-
Information Technology (IT)	-
Major Equipment	-
Other Items of Expense	-
Juror Costs	-
Other	-
Debt Service	-
Court Construction	-
Distributed Administration & Allocation	-
Prior Year Expense Adjustment	-
<b>TOTAL EXPENDITURES</b>	-
Operating Transfers In (Out)	-
<b>Fund Balance (Deficit)</b>	
<b>Beginning Balance (Deficit)</b>	<b>22,279,241</b>
<b>Ending Balance (Deficit)</b>	<b>22,279,241</b>

## 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	1,143,824
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	168,000
940000	Consulting and Professional Services - County Provided	
943000	Information Technology (IT)	6,000
945000	Major Equipment	30,000
950000	Other Items of Expense	
972000	Other	
973000	Debt Service	
983000	Court Construction	
990000	Distributed Administration & Allocation	
<b>Total</b>		<b>1,347,824</b>

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	1,347,824								1,347,824
Expenditures		1,347,824							1,347,824
Cumulative Balance	1,347,824	-	-	-	-	-	-	-	-

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

**Amended Requests***For consideration at the July 20-21, 2023 Judicial Council meeting.*

<b>Court</b>	<b>Amount Request</b>	<b>Category</b>	<b>High Level Summary</b>
Sutter	\$ 604,596	Technology/Facilities	Technology and facility improvements
Sutter	559,848	Facilities	Facility modifications to build offices and cubicles
San Benito	1,503,404	Facilities	Facility upgrades
Lake	41,098	Technology	Case management system interfacing
Sierra	29,604	Facilities	Extend period out to fiscal year 2023-24
Placer	63,545	Facilities	Repurpose funds to upgrade audio/video systems
Placer	197,180	Facilities	Repurpose funds to upgrade audio/video systems
Placer	72,520	Facilities	Repurpose funds to upgrade audio/video systems
San Luis Obispo	296,595	Facilities	Facility upgrades to construct four offices
<b>\$ 3,368,390</b>			

## 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:**

12/5/2022

**TIME PERIOD COVERED BY THE  
REQUEST, INCLUDING CONTRIBUTION  
AND EXPENDITURE: FY 22-23\_**  
**THROUGH FY 23-24**
**REQUESTED AMOUNT:**

\$604,596.00

**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 \$604,596.00 be held for additional technological enhancements and facilities modifications.

The Court respectfully requests extending the timeline to spend the identified savings through FY 23-24.

**SECTION II: AMENDED REQUEST CHANGES****A. Identify sections and answers amended.**

I and IV.D

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

The contracted vendor is having supply chain issues which is delaying completing identified technological enhancements. Therefore, the Court respectfully requests extending the timeline to encumber and/or spend the identified savings to allow time to receive the necessary equipment needed to complete the technological enhancements.

**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 has identified a need to enhance our public and private facing technologies and expand facilities due to staff growth and organizational needs. These needs include but are not limited to area buildouts for additional office and cubicle space, modernizing conference, jury assembly, courtroom, and training room AV systems, enhancing court resiliency and disaster recovery with infrastructure and backup solutions as well as end user devices.

The identified savings would pay for the above technological and facilities 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?**

Having the capability to effectively 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 more potential 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 have to absorb a reduction in funding of this amount above the 3% fund balance cap, negatively impacting the funding of essential Court operations and delaying 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 revised attachment.

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

See revised attachment.

## 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	
940000	Consulting and Professional Services - County Provided	
943000	Information Technology (IT)	404,596
945000	Major Equipment	50,000
950000	Other Items of Expense	
972000	Other	
973000	Debt Service	
983000	Court Construction	
990000	Distributed Administration & Allocation	
<b>Total</b>		<b>604,596</b>

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

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	604,596								604,596
Expenditures		604,596							604,596
Cumulative Balance	604,596	-	-	-	-	-	-	-	-

## 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	604,596								604,596
Expenditures		604,596							604,596
Cumulative Balance	604,596	-	-	-	-	-	-	-	-

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	604,596								604,596
Expenditures		282,321	322,275						604,596
Cumulative Balance	604,596	322,275	-	-	-	-	-	-	-

## 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:**

12/5/2022

**TIME PERIOD COVERED BY THE REQUEST, INCLUDING CONTRIBUTION AND EXPENDITURE:**FY 20-21 THROUGH ~~FY 22-23~~ **FY23-24****REQUESTED AMOUNT:**

\$559,848.00

**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.):

Facility modification: The Court respectfully requests funds over the 3% fund balance cap totaling \$559,999 be held to build much needed offices and cubicles out of space formerly used to house paper case files.

The Court is waiting for a cost estimate from JCC Facilities for this project.

The Court respectfully requests the revised amount of \$559,848 be held.

The Court respectfully requests extending the timeline to spend the identified savings to FY 23-24.

**SECTION II: AMENDED REQUEST CHANGES****A. Identify sections and answers amended.**

Sections I, IV.C, and IV.D.

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

The Court's identified savings was revised down \$151 from \$559,999 to \$559,848.

COVID continues to affect the Court's limited resources. The Court respectfully requests extending the timeline to spend the identified savings in order to give Court staff additional time to coordinate planned facility modification with JCC Facilities.

**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 one-time costs for facilities modification are outside 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?**

Having additional office space will allow the Court to add much needed court staff to enhance the effectiveness of court operations and increase availability of court services.

- 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 have to absorb a reduction in funding of this amount above the 3% fund balance cap, negatively impacting the funding of essential Court operations and delaying 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 revised attachment.



## 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	100,000
924000	Printing	
925000	Telecommunications	
926000	Postage	
928000	Insurance	
929000	Travel in State	
931000	Travel Out of State	
933000	Training	
934000	Security	
935000	Facilities Operations	459,848
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	
<b>Total</b>		<b>559,848</b>

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	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Total
Contribution	559,999								559,999
Expenditures			559,999						559,999
Cumulative Balance	559,999	559,999	-	-	-	-	-	-	-

## 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 ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Total
Contribution	559,999								559,999
Expenditures			559,999						559,999
Cumulative Balance	559,999	559,999	-	-	-	-	-	-	-

Amended request

Description	FY 2020-21 ▼	FY 2021-22 ▼	FY 2022-23 ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Total
Contribution	559,848								559,848
Expenditures		34,740	525,108						559,848
Cumulative Balance	559,848	525,108	-	-	-	-	-	-	-

## 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 x 212

**DATE OF SUBMISSION:**

Click here to enter a date.

3/8/2023

**TIME PERIOD COVERED BY THE REQUEST, INCLUDING CONTRIBUTION AND EXPENDITURE:**

FY20-21 THROUGH FY24-25

**REQUESTED AMOUNT:**

\$1,503.404

**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.):

**Digitization:** In support of the technology 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 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.

**Facilities upgrade:** The requested amount will also be used to make modifications and upgrades to our existing facility as further described below.

**Information Technology Hosting.** The Court's case management system, email, and other critical information technology tools are currently hosted remotely by another court. In the past, 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, and execute the results of the study such as switching to local hosting, or to a cloud-based solution hosted by a third party.

**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.**

**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.

**Facilities upgrade:** The process for the modifications do not fit within the Court's annual operational budget or three-year encumbrance term and will extend past the end of the current fiscal year. Each of the modifications involve significant one-time expenses that are not part of the Court's annual operational budget. The cost 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 modifications, 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 and execution of switching IT hosting will 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.

**Facilities upgrade:** The request will enhance the efficiency and/or effectiveness of court operations by creating a new courtroom to accommodate the courts expanding criminal and civil calendars and jury trials, and create chambers for visiting judges hearing trials on a biweekly basis. It would reduce the need to move and continue court hearings when a courtroom is needed for jury trials and/or long cause court hearings.

**Information Technology Hosting.** Past 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.

**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.

**Facilities upgrade.** If the request is not approved, the Court would be required to continue to reschedule court hearings and trials to accommodate the availability of a courtroom. Continuing hearings would prolong the disposition of hearings as well as requiring added work to staffing.

**Information Technology Hosting.** If the request is not approved, 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.

**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

**Facilities upgrade.** If the request is not approved, the Court would be required to continue to reschedule court hearings resulting in untimely resolution of hearings to the public.

**Information Technology Hosting.** There is a possibility that it will be determined that a more reliable hosting system is available, 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.

**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.

**Facilities upgrade.** If the request is not approved, the Court would have to defer upgrading the Jury Assembly Room to a courtroom, modifying the Resource room into a judge's chambers and retrofitting the Family Court Service Center. The Court would continue to reschedule court hearings and trials to accommodate the availability of a courtroom.

**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 execute the results of the study if it is determined that a more reliable hosting alternative is feasible.

**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								-
Revenues	4,523,333	17,892	198,991					4,740,216
Expenditures	3,726,052	11,938	209,281					3,947,271
Operating Transfers In (Out)	(10,290)		10,290					-
Ending Fund Balance	786,991	5,954	-	-	-	-	-	792,945

FY 2019-20	▼	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance								-
Revenues	3,841,179	18,532	231,941					4,091,652
Expenditures	3,517,772	686	268,536					3,786,994
Operating Transfers In (Out)	(36,595)		36,595					-
Ending Fund Balance	286,812	17,846	-	-	-	-	-	304,658

FY 2018-19	▼	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance								-
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	684,432	16,295	-	-	-	-	-	700,727

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 2024-25
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General
<b>REVENUES</b>									
State Financing Sources	4,048,801	16,870						4,065,671	4,048,801
Grants			234,713					234,713	
Other Financing Sources	44,000	38,626						82,626	44,000
<b>TOTAL REVENUES</b>	<b>4,092,801</b>	<b>55,496</b>	<b>234,713</b>	-	-	-	-	<b>4,383,010</b>	<b>4,092,801</b>
<b>EXPENDITURES</b>									
Salaries	1,777,972	3,170	177,646					1,958,788	1,777,972
Staff Benefits	1,232,916		139,379					1,372,295	1,232,916
General Expense	116,500							116,500	116,500
Printing	15,900							15,900	15,900
Telecommunications	17,600							17,600	17,600
Postage	18,000							18,000	18,000
Insurance	3,500							3,500	3,500
Travel in State								-	
Travel Out of State								-	
Training								-	
Security	100							100	100
Facilities Operations	699,481							699,481	699,481
Utilities								-	
Contracted Services	810,752	686						811,438	810,752
Consulting and Professional Services - County Provided	1,100							1,100	1,100
Information Technology (IT)	354,437							354,437	354,437
Major Equipment								-	
Other Items of Expense								-	
Juror Costs	3,600							3,600	3,600
Other								-	
Debt Service								-	
Court Construction								-	
Distributed Administration & Allocation	35,000							35,000	35,000
Prior Year Expense Adjustment		2,620						2,620	
<b>TOTAL EXPENDITURES</b>	<b>5,086,857</b>	<b>6,476</b>	<b>317,025</b>	-	-	-	-	<b>5,410,359</b>	<b>5,086,857</b>
Operating Transfers In (Out)	(82,312)		82,312					-	(82,312)
<b>Fund Balance (Deficit)</b>									
<b>Beginning Balance (Deficit)</b>	<b>1,974,911</b>	<b>46,720</b>	-					<b>2,021,631</b>	<b>898,542</b>
<b>Ending Balance (Deficit)</b>	<b>898,542</b>	<b>95,740</b>	<b>(0)</b>	-	-	-	-	<b>994,282</b>	<b>(177,827)</b>



## Current detailed budget projection

		▼	FUNDS					Select Fiscal Year	▼
Description	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant
<b>REVENUES</b>									
State Financing Sources	16,870						4,065,671		
Grants		234,713					234,713		
Other Financing Sources	38,626						82,626		
<b>TOTAL REVENUES</b>	<b>55,496</b>	<b>234,713</b>	-	-	-	-	<b>4,383,010</b>	-	-
<b>EXPENDITURES</b>									
Salaries	3,170	177,646					1,958,788		
Staff Benefits		139,379					1,372,295		
General Expense							116,500		
Printing							15,900		
Telecommunications							17,600		
Postage							18,000		
Insurance							3,500		
Travel in State							-		
Travel Out of State							-		
Training							-		
Security							100		
Facilities Operations							699,481		
Utilities							-		
Contracted Services	686						811,438		
Consulting and Professional Services - County Provided							1,100		
Information Technology (IT)							354,437		
Major Equipment							-		
Other Items of Expense							-		
Juror Costs							3,600		
Other							-		
Debt Service							-		
Court Construction							-		
Distributed Administration & Allocation							35,000		
Prior Year Expense Adjustment	2,620						2,620		
<b>TOTAL EXPENDITURES</b>	<b>6,476</b>	<b>317,025</b>	-	-	-	-	<b>5,410,359</b>	-	-
Operating Transfers In (Out)		82,312					-		
<b>Fund Balance (Deficit)</b>									
<b>Beginning Balance (Deficit)</b>	<b>95,740</b>	<b>(0)</b>	-	-	-	-	<b>994,282</b>	<b>(177,827)</b>	<b>144,760</b>
<b>Ending Balance (Deficit)</b>	<b>144,760</b>	<b>(0)</b>	-	-	-	-	<b>(33,067)</b>	<b>(177,827)</b>	<b>144,760</b>

## Current detailed budget projection

	FUNDS						Select Fiscal Year	▼	
Description	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant
<b>REVENUES</b>									
State Financing Sources						-			
Grants						-			
Other Financing Sources						-			
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>									
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 - County Provided						-			
Information Technology (IT)						-			
Major Equipment						-			
Other Items of Expense						-			
Juror Costs						-			
Other						-			
Debt Service						-			
Court Construction						-			
Distributed Administration & Allocation						-			
Prior Year Expense Adjustment						-			
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)						-			
<b>Fund Balance (Deficit)</b>									
<b>Beginning Balance (Deficit)</b>	(0)	-	-	-	-	(33,067)	(177,827)	144,760	(0)
<b>Ending Balance (Deficit)</b>	(0)	-	-	-	-	(33,067)	(177,827)	144,760	(0)

## Current detailed budget projection

	FUNDS					Select Fiscal Year	▼	FUNDS	
Description	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects
<b>REVENUES</b>									
State Financing Sources					-				
Grants					-				
Other Financing Sources					-				
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>									
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 - County Provided					-				
Information Technology (IT)					-				
Major Equipment					-				
Other Items of Expense					-				
Juror Costs					-				
Other					-				
Debt Service					-				
Court Construction					-				
Distributed Administration & Allocation					-				
Prior Year Expense Adjustment					-				
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)					-				
<b>Fund Balance (Deficit)</b>									
<b>Beginning Balance (Deficit)</b>	-	-	-	-	(33,067)	(177,827)	144,760	(0)	-
<b>Ending Balance (Deficit)</b>	-	-	-	-	(33,067)	(177,827)	144,760	(0)	-

## Current detailed budget projection

					Select Fiscal Year	▼	FUNDS		
Description	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service
<b>REVENUES</b>									
State Financing Sources				-					
Grants				-					
Other Financing Sources				-					
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>									
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 - County Provided				-					
Information Technology (IT)				-					
Major Equipment				-					
Other Items of Expense				-					
Juror Costs				-					
Other				-					
Debt Service				-					
Court Construction				-					
Distributed Administration & Allocation				-					
Prior Year Expense Adjustment				-					
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)				-					
<b>Fund Balance (Deficit)</b>									
<b>Beginning Balance (Deficit)</b>	-	-	-	(33,067)	(177,827)	144,760	(0)	-	-
<b>Ending Balance (Deficit)</b>	-	-	-	(33,067)	(177,827)	144,760	(0)	-	-

## Current detailed budget projection

				Select Fiscal Year	▼	FUNDS			
Description	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary
<b>REVENUES</b>									
State Financing Sources			-						
Grants			-						
Other Financing Sources			-						
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>									
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 - County Provided			-						
Information Technology (IT)			-						
Major Equipment			-						
Other Items of Expense			-						
Juror Costs			-						
Other			-						
Debt Service			-						
Court Construction			-						
Distributed Administration & Allocation			-						
Prior Year Expense Adjustment			-						
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)			-						
<b>Fund Balance (Deficit)</b>									
<b>Beginning Balance (Deficit)</b>	-	-	(33,067)	(177,827)	144,760	(0)	-	-	-
<b>Ending Balance (Deficit)</b>	-	-	(33,067)	(177,827)	144,760	(0)	-	-	-

## Current detailed budget projection

			Select Fiscal Year	▼	FUNDS				
Description	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary
<b>REVENUES</b>									
State Financing Sources		-							
Grants		-							
Other Financing Sources		-							
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>									
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 - County Provided		-							
Information Technology (IT)		-							
Major Equipment		-							
Other Items of Expense		-							
Juror Costs		-							
Other		-							
Debt Service		-							
Court Construction		-							
Distributed Administration & Allocation		-							
Prior Year Expense Adjustment		-							
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)		-							
<b>Fund Balance (Deficit)</b>									
<b>Beginning Balance (Deficit)</b>	-	(33,067)	(177,827)	144,760	(0)	-	-	-	-
<b>Ending Balance (Deficit)</b>	-	(33,067)	(177,827)	144,760	(0)	-	-	-	-

## Current detailed budget projection

Description	TOTAL
<b>REVENUES</b>	
State Financing Sources	-
Grants	-
Other Financing Sources	-
<b>TOTAL REVENUES</b>	-
<b>EXPENDITURES</b>	
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 - County Provided	-
Information Technology (IT)	-
Major Equipment	-
Other Items of Expense	-
Juror Costs	-
Other	-
Debt Service	-
Court Construction	-
Distributed Administration & Allocation	-
Prior Year Expense Adjustment	-
<b>TOTAL EXPENDITURES</b>	-
Operating Transfers In (Out)	-
<b>Fund Balance (Deficit)</b>	
<b>Beginning Balance (Deficit)</b>	<b>(33,067)</b>
<b>Ending Balance (Deficit)</b>	<b>(33,067)</b>

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

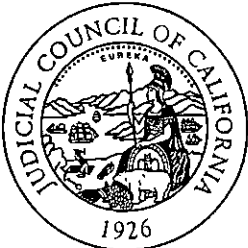
Expenses Category		Amount
GL Account	Description	
900000	Salaries	
910000	Staff Benefits	
920001	General Expense	
924000	Printing	
925000	Telecommunications	
926000	Postage	
928000	Insurance	
929000	Travel in State	
931000	Travel Out of State	
933000	Training	
934000	Security	
935000	Facilities Operations	
936000	Utilities	
938000	Contracted Services	953,404
940000	Consulting and Professional Services - County Provided	
943000	Information Technology (IT)	500,000
945000	Major Equipment	50,000
950000	Other Items of Expense	
972000	Other	
973000	Debt Service	
983000	Court Construction	
990000	Distributed Administration & Allocation	
<b>Total</b>		<b>1,503,404</b>



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 2024-25	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Total
Contribution	1,503,404								1,503,404
Expenditures		500,000	500,000	503,404					1,503,404
Cumulative Balance	1,503,404	1,003,404	503,404	-	-	-	-	-	-

## APPLICATION FOR TCTF FUNDS HELD ON BEHALF OF THE COURT

Please check the type of request:  <input type="checkbox"/> <b>NEW REQUEST</b> <i>(Complete Section I, III, and IV only.)</i>  <input checked="" type="checkbox"/> <b>AMENDED REQUEST</b> <i>(Complete Sections I through IV.)</i>		
<b>SECTION I: GENERAL INFORMATION</b>		
<b>SUPERIOR COURT:</b> Lake	<b>PERSON AUTHORIZING REQUEST</b> <i>(Presiding Judge or Court Executive Officer):</i> Krista LeVier  <b>CONTACT PERSON AND CONTACT INFO:</b> Michaela Noland <a href="mailto:Michaela.noland@lake.courts.ca.gov">Michaela.noland@lake.courts.ca.gov</a> 707-263-2374, x2263	
<b>DATE OF SUBMISSION:</b> 3/2/2023	<b>TIME PERIOD COVERED BY THE REQUEST, INCLUDING CONTRIBUTION AND EXPENDITURE:</b> FY21 – FY23	<b>REQUESTED AMOUNT:</b> \$41,098
<b>REASON FOR REQUEST</b> <i>(Please briefly summarize the purpose for this request, including a brief description of the project/proposal. Use attachments if additional space is needed.):</i>  <p>The Court contracted with Journal Technologies on 6/15/20 to develop and implement the following four interfaces with the Court's case management system:</p> <ul style="list-style-type: none"> <li>• Electronic Citation interface</li> <li>• Department of Child Support Services</li> <li>• State Bar Attorney</li> <li>• Warrant interface with the Sheriff's Department</li> </ul> <p>The project cost was contracted at \$90,000. The Court encumbered the funds at the end of Fiscal Year 2019. The funds were not expensed by the end of Fiscal Year 2021 and the amount of \$71,098 was unencumbered. The Court does not wish to lose the investment. The court, Journal Technologies and the agencies have all put significant resources toward the projects. The Department of Child Support Services interface was completed and implemented in August 2022. After payment for the DCSS interface there is a remaining balance of \$41,098. The State Bar has given notice that it will not be allowing an interface. The Electronic Citation Interface experienced a delay when the project lead left and another project lead was designated. The interface has an expected go-live date of August 2023. The Warrant Interface project (cost \$30,000) has experienced a delay with RIMS regarding connectivity and the project is expected to be completed by June 30, 2024.</p> <p>The court is requesting that funds in the amount of \$41,098 be held for the court through June 30, 2024.</p>		
<b>SECTION II: AMENDED REQUEST CHANGES</b>		
<p><b>A. Identify sections and answers amended.</b></p> <p><b>Section 1-</b>The court requested that \$71,098 be held on behalf of the court to expend on four case management interfaces by 6/30/2023. To date the Department of Child Support Services interface has been completed. After payment for this interface there is a remaining balance of \$41,098. The State Bar has given notice that it is not allowing an Interface. The Electronic Citation interface (cost \$15,000) is almost complete with an expected completion date of 8/31/2023. The Warrant interface project (cost \$30,000) has experienced a delay with RIMS regarding connectivity but is expected to be completed by 6/30/2024. The court is requesting that \$41,098 be held on behalf of the court.</p> <p><b>Section 3- Additional reason for delay</b></p>		

4. The Electronic Citation interface and the Warrant Interface projects have been further delayed due to the change of project leads. The project lead at the Clearlake Police Department who was handling both projects left in January 2023 and a new project lead has since been designated. The Warrant interface project is also dealing with RIMS connectivity issues with the Sheriff's Office and Clearlake Police Department. The projects are still on course but will not be completed until next fiscal year.

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

The Electronic Citation interface costing \$15,000 is expected to be completed by 8/31/2023. The Warrant Interface project costing \$30,000 is expected to be completed by 6/30/24. The Court is requesting that the remaining funds totaling \$41,098 be held on behalf of the court through 6/30/2024.

**AT THE**

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

The projects are a one time expense. The interface projects 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 justice partner agencies and their computer system vendors has been slower than expected.
4. The Electronic Citation interface and Warrant Interface project have both been further delayed due to two issues, the RIMS connectivity issues with the Sheriff's Office and Clearlake Police Department and the change of project leads. The project lead at the Clearlake Police Department left January and a new project lead has taken over; the project is still on course but will not be completed until next 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 data interfaces will reduce staff time in case processing. The interfaces will also improve data accuracy among justice partners. Data will no longer be required to be printed, sent to a justice partner and then data entered into the justice partner's 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 interfaces are not completed, the efficiencies explained in section B above will not be realized. The Court, JTI and the agencies have all invested substantial time and money to the projects, which were delayed mostly due to the COVID-19 pandemic which was out of anyone's control. Over 300 hours of court time spent on the project to date will be for naught. This was valuable time that could have been spent on operational backlogs such as entering new criminal cases. Due to our contract, the court will need to pay Journal Technologies for work that has been completed to date. These funds would need to be paid using the court's operation funds when there is no finished project and no value to the public, court or agencies.

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

The data interfaces will decrease the amount of time it takes for court information to be shared with justice partners. For one example, when the judge issues a warrant in the courtroom, once the warrant is processed and signed by the judge, the information will be sent electronically directly to the Sheriff's office. Law enforcement will have the warrant in their system more quickly. This will increase public safety. 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	71,098								71,098
Expenditures		-	(30,000)	(41,098)					(71,098)
Cumulative Balance	71,098	71,098	101,098	142,196	142,196	142,196	142,196	142,196	-

## APPLICATION FOR TCTF FUNDS HELD ON BEHALF OF THE COURT

Please check the type of request:  <input type="checkbox"/> <b>NEW REQUEST</b> <i>(Complete Section I, III, and IV only.)</i>  <input checked="" type="checkbox"/> <b>AMENDED REQUEST</b> <i>(Complete Sections I through IV.)</i>		
<b>SECTION I: GENERAL INFORMATION</b>		
<b>SUPERIOR COURT:</b> Sierra	<b>PERSON AUTHORIZING REQUEST</b> <i>(Presiding Judge or Court Executive Officer):</i> <b>Court Executive Officer</b>  <b>CONTACT PERSON AND CONTACT INFO:</b> Jean-Anne Cheatham, <a href="mailto:jcheatham@sierracourt.org">jcheatham@sierracourt.org</a> , 530-289-2901	
<b>DATE OF SUBMISSION:</b> 3/15/2023	<b>TIME PERIOD COVERED BY THE REQUEST, INCLUDING CONTRIBUTION AND EXPENDITURE:</b> FY21-22 THROUGH FY23-24	<b>REQUESTED AMOUNT:</b> \$29,604
<b>REASON FOR REQUEST</b> <i>(Please briefly summarize the purpose for this request, including a brief description of the project/proposal. Use attachments if additional space is needed.):</i>  <p>Sierra Superior Court is looking to complete needed alterations and improvements to its courtroom. This would include replacing and/or refurbishing the existing aged and worn clerk's station and bench, the aged carpet, gallery seating, jury seating, and various furniture. This is a financial undertaking that will include the labor for removing and/or refurbishing the existing clerk's station and bench. Replacing the existing seating, flooring, and furniture, and the shipment and installation of the new seating, flooring, and furniture solutions. Sierra has already initiated discussions with our JCC Facilities and Operations Supervisor about replacing the old furniture, possibly making modifications to the current clerk's station and bench, or replacing the entire clerk's station and bench due to engineering and space constraints. Because of the time and finances required to plan and execute this project the project cannot be funded by the courts annual budget and will require multiyear savings. The Court respectfully requests funds over the 3% fund balance cap totaling \$29,604 be held to complete the much-needed alterations and improvements to the courtroom.</p>		
<b>SECTION II: AMENDED REQUEST CHANGES</b>		
<p><b>A. Identify sections and answers amended.</b>          Section IV.D amended to reflect expenditures in FY 2023-2024</p> <p><b>B. Provide a summary of the changes to the request.</b>          With the help of our JCC Facilities and Operations Supervisor, this project is moving faster than anticipated. The Scope of Work and Cost Estimate Worksheet have been completed and submitted. The Court anticipates the project start date to be as soon as this summer when as the weather gets better. The total timeline for the project schedule is approximately one month. This project is expected to be completed within FY 23-24 budget year.</p>		
<b>SECTION III: TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE</b>		
<p><b>A. Explain why the request does not fit within the court's annual operational budget process and the three-year encumbrance term.</b></p> <p>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 substantial amount of funding needed to complete the project into our regular operational budget. To complete the project, the Court must use multiyear savings.</p>		

**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 current jury seating is made of wood and is so old and worn from use they are in desperate need of either refinishing or replacing. The chairs are dirty and are unable to be cleaned because the finish has worn off. In addition, the jury seating is extremely uncomfortable after sitting in them for any length of time. Clean, comfortable seating would be an enhancement to the juror experience for the public.

The current gallery seating is also made of wood. They are "church pew" style benches made of all wood. They are in slightly better condition than the jury seating in certain instances, but the finish has been worn off in the high traffic areas and the seating cannot be cleaned. Like the jury seating, it is uncomfortable to sit in for any length of time. Clean, comfortable seating would be an enhancement to the court client experience.

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 for 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.

The flooring, although probably in the better condition than the seating, furniture, and clerk's station will need to be replaced if the "church pew" style benches are removed and replaced with theatre style seating. In addition, replacing the carpet would allow the Court to install additional electrical outlets to provide electricity to counsel table for laptops and the microphones. The Court currently has extension cords running to an outlet which are covered by a "cord cover" but could still presents a "trip" hazard.

The Court plans to use easy-to-clean surfaces such as vinyl upholstery, that can be wiped down with a bleach cleaner, 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.**

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 judges 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 seating cannot be cleaned adequately and it is extremely uncomfortable, the public will continue to use the worn, dirty 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 the jury and gallery seating may include outsourcing a company to come in and remove the wood benches in the gallery and the wood chairs in the jury box to refinish them. The Court is unaware of any

local companies that would handle such a project. The JCC Facilities and Operations Supervisor also indicated it is extremely costly to remove the benches, take them off-site to refinish, and then re-install them. He indicated replacing them with new seating with an easy-to-clean vinyl surface and provide more comfort would be less costly.

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 give Sierra time to plan, prepare, and execute the project. This 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 Amended 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 2021-22	FY 2023-24	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Total
Contribution	29,604								29,604
Expenditures		29,604							29,604
Cumulative Balance	29,604	-	-	-	-	-	-	-	-



**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 functionality of the Gibson Courtrooms' Audio Video System has evolved away from the system's initial design. The main purpose centered on occasional video conferencing with the California Department of Corrections and Rehabilitation (CDCR) and did not take into account the evolution of remote appearances within courtrooms. Remote appearances have since become a daily occurrence of the courtroom experience, and while the current system supports remote appearances, it does have limitations.

This system was designed and installed between 2006 and 2008. Several of its components are over 15 years old, are end-of-life due to the discontinuation of parts, and support from manufacturers. The Court has continually maintained and updated this system by replacing key components as needed, but this approach is unfit for long-term technology advancements in a Digital Courtroom.

The current core system lacks camera and video conferencing that support common connection methods; our cameras do not have the suggested resolution for remote proceedings. In conjunction with insufficient camera and video resolution, Teams is not native to the system and relies on third party applications for connectivity.

The court intends to upgrade current system to meet the JCC's recommended minimum Digital Courtroom specifications, replacing any components that are end of life or older than 5 years.

The court's current integrated audio/visual system does not have individual cameras for counsel table. This makes view for remote participants smaller than desired. In addition, the court's current system is a hub and spoke system that inserts a single point of failure for its audio/visual systems. While this was a cost efficiency when the building was constructed, it presents significant concerns in the expended remote appearance environment. This upgrade will reduce the likelihood of courthouse wide outages of audio/visual and, by extension, remote appearances.

**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.**

Potential long term outages of remote appearance systems, assistive listening devices, and courtroom audio systems, thereby causing significant interferences with hearings, trials and daily courtroom operations.

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

See item 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?**

**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



### **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 functionality of the Gibson Courtrooms' Audio Video System has evolved away from the system's initial design. The main purpose centered on occasional video conferencing with the California Department of Corrections and Rehabilitation (CDCR) and did not take into account the evolution of remote appearances within courtrooms. Remote appearances have since become a daily occurrence of the courtroom experience, and while the current system supports remote appearances, it does have limitations.

This system was designed and installed between 2006 and 2008. Several of its components are over 15 years old, are end-of-life due to the discontinuation of parts, and support from manufacturers. The Court has continually maintained and updated this system by replacing key components as needed, but this approach is unfit for long-term technology advancements in a Digital Courtroom.

The current core system lacks camera and video conferencing that support common connection methods; our cameras do not have the suggested resolution for remote proceedings. In conjunction with insufficient camera and video resolution, Teams is not native to the system and relies on third party applications for connectivity.

The court intends to upgrade current system to meet the JCC's recommended minimum Digital Courtroom specifications, replacing any components that are end of life or older than 5 years.

The court's current integrated audio/visual system does not have individual cameras for counsel table. This makes view for remote participants smaller than desired. In addition, the court's current system is a hub and spoke system that inserts a single point of failure for its audio/visual systems. While this was a cost efficiency when the building was constructed, it presents significant concerns in the expended remote appearance environment. This upgrade will reduce the likelihood of courthouse wide outages of audio/visual and, by extension, remote appearances.

#### **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.**

Potential long term outages of remote appearance systems, assistive listening devices, and courtroom audio systems, thereby causing significant interferences with hearings, trials and daily courtroom operations.

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

See B & 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?**

#### 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

**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.):



**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 functionality of the Gibson Courtrooms' Audio Video System has evolved away from the system's initial design. The main purpose centered on occasional video conferencing with the California Department of Corrections and Rehabilitation (CDCR) and did not take into account the evolution of remote appearances within courtrooms. Remote appearances have since become a daily occurrence of the courtroom experience, and while the current system supports remote appearances, it does have limitations.

This system was designed and installed between 2006 and 2008. Several of its components are over 15 years old, are end-of-life due to the discontinuation of parts, and support from manufacturers. The Court has continually maintained and updated this system by replacing key components as needed, but this approach is unfit for long-term technology advancements in a Digital Courtroom.

The current core system lacks camera and video conferencing that support common connection methods; our cameras do not have the suggested resolution for remote proceedings. In conjunction with insufficient camera and video resolution, Teams is not native to the system and relies on third party applications for connectivity.

The court intends to upgrade current system to meet the JCC's recommended minimum Digital Courtroom specifications, replacing any components that are end of life or older than 5 years.

The court's current integrated audio/visual system does not have individual cameras for counsel table. This makes view for remote participants smaller than desired. In addition, the court's current system is a hub and spoke system that inserts a single point of failure for its audio/visual systems. While this was a cost efficiency when the building was constructed, it presents significant concerns in the expended remote appearance environment. This upgrade will reduce the likelihood of courthouse wide outages of audio/visual and, by extension, remote appearances.

**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.**

Potential long term outages of remote appearance systems, assistive listening devices, and courtroom audio systems, thereby causing interferences with hearings, trials and daily courtroom operations.

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

See item 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?**

**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

## APPLICATION FOR TCTF FUNDS HELD ON BEHALF OF THE COURT

Please check the type of request:  <input type="checkbox"/> <b>NEW REQUEST</b> <i>(Complete Section I, III, and IV only.)</i>  <input checked="" type="checkbox"/> <b>AMENDED REQUEST</b> <i>(Complete Sections I through IV.)</i>		
<b>SECTION I: GENERAL INFORMATION</b>		
<b>SUPERIOR COURT:</b> San Luis Obispo	<b>PERSON AUTHORIZING REQUEST</b> <i>(Presiding Judge or Court Executive Officer):</i> Michael Powell, Court Executive Officer (CEO)	
	<b>CONTACT PERSON AND CONTACT INFO:</b> Geoff O'Quest, CFO, 805/706-3628, geoff.oquest@slo.courts.ca.gov	
<b>DATE OF SUBMISSION:</b> 3/24/2023	<b>TIME PERIOD COVERED BY THE REQUEST, INCLUDING CONTRIBUTION AND EXPENDITURE:</b> FY 2021-22-23 THROUGH FY 2023-24	<b>REQUESTED AMOUNT:</b> \$ 471,740
<b>REASON FOR REQUEST</b> <i>(Please briefly summarize the purpose for this request, including a brief description of the project/proposal. Use attachments if additional space is needed.):</i>  <p>Amended:</p> <p>The San Luis Obispo Superior Court is requesting to add language that will modify the approved uses of the funds for <i>Project #1, Renovation of Staff Workspaces</i>, which was approved by the Council on January 20, 2023, in the amount of \$296,595. The amendment will not change the amount requested for Project #1, or the total amount of the request approved on January 20, 2023. See Section II.B on page 2 for a description of the requested amendment.</p> <p>The San Luis Obispo Superior Court is requesting a total of \$471,740 for three projects.</p> <ol style="list-style-type: none"> <li><b>1. Renovation of Staff Workspaces: \$296,595</b>              The court will renovate its open office workspace in staff areas in the court's main courthouse in San Luis Obispo. The court's current modular workspace furniture is more than 20 years old and show wear and grime. New modular workspace furniture will be purchased and installed, and the old furniture will be removed.</li> <li><b>2. Courtroom Technology Upgrades: \$121,740</b>              The court will upgrade its current ad hoc Zoom court technology in its two largest courtrooms and make its hybrid online/in-person court capability permanent, reliable, and more seamless for court users both online and in person.</li> <li><b>3. Court Van Replacement: \$53,405</b>              The court will purchase a Ford transit van to replace the van the court was forced to retire due to age and maintenance issues. The court has been operating without a van since March 2021.</li> </ol>		
<b>SECTION II: AMENDED REQUEST CHANGES</b>		
<b>A. Identify sections and answers amended.</b> <ul style="list-style-type: none"> <li>• Section II.A. Identify sections and answers amended.</li> <li>• Section II.B. Provide a summary of the changes to the request.</li> <li>• Section III.B. How will the request enhance the efficiency and/or effectiveness of court operations, and/or increase the availability of court services and programs?</li> <li>• Section III.D. Describe the consequences to the court's operations if the court request is not approved.</li> <li>• Section IV.C. Identification of all costs, by category and amount, needed to fully implement the project.</li> <li>• Section IV.D. A specific funding and expenditure schedule identifying the amounts related to the proposal to be contributed and expended, by fiscal year.</li> </ul>		

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

The San Luis Obispo Superior Court is requesting to add language that will modify the uses of the funds for *Project #1, Renovation of Staff Workspaces*, approved by the Council on January 20, 2023, in the amount of \$296,595.

The additional language will allow for a portion of the approved amount to be used to fund a planned Court-Funded Facilities Request to construct four staff offices. Currently the approved use for Project #1 states only that modular furniture will be purchased. This amendment will add construction of the offices as an approved use of the funds within the existing project.

The requested change 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.

The total funding amount for the amended Project #1 will remain unchanged and no change is requested to the total Funds Held on Behalf amount already approved by the Council.

The three projects approved on January 20, 2023, totaling \$471,740 are shown in Section I, above. The language the Court is requesting to add to which is shown for Project #1 in Section I is shown below in red. The other two projects remain unchanged.

**1. Renovation of Staff Workspaces: \$296,595**

The court will renovate its open office workspace in staff areas in the court's main courthouse in San Luis Obispo. The court's current modular workspace furniture is more than 20 years old and show wear and grime. New modular workspace furniture will be purchased and installed, and the old furniture will be removed.

Amended: Funds will also be used to construct four staff offices.

Additions to Section III, B and D as part of this amendment request are shown in those sections below in red.

**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 2021-22 totaling \$471,740. This excess fund balance exists primarily as the result of the court receiving \$435,274 in unanticipated revenue for reimbursement of prisoner hearing expense incurred in FY 18-19, FY 19-20, and FY 20-21. A total of \$435,274 in reimbursement revenue for the three past years was not received until FY 2021-22, the contribution year of this request.

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. Renovation of Staff Workspaces: New modular workspace furniture and closed-door offices will increase flexibility in configuring workspace; improve staff morale; and improve communication and workflow, as the renovation will help enable the court to co-locate processing staff for all case types. Amended: 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. Courtroom Technology Upgrades: This project will convert the court's ad hoc Zoom court technology in its two largest 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.
3. Court Van Replacement: Purchase of a transit van will provide a vehicle capable of supporting day-to-day facilities management and IT operations, which often must move large or numerous items or pieces of equipment between court facilities around the county. The court has been operating without a van since March 2021. The court has only two other vehicles, both Ford Focus sedans.

**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. Without the Renovation of Staff Workspaces: Court employees will continue to work out of cubicles that are over 20 years old and show wear and grime. Replacement parts and matching components are no longer available for the court's current modular furniture, and the electrical is showing its age. In 2019 a smoldering electrical fire in cubicle wiring caused the evacuation of the court. Amended: 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. Without the Courtroom Technology Upgrades: The court's two largest 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.
3. Without the Court Van Replacement: The court will continue to muddle through by reimbursing employees for use of personal vehicles, making multiple trips in the court's Ford Focus sedans instead of one, or renting a truck or van for larger jobs when necessary.

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

1. Without the Renovation of Staff Workspaces: 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. Without the Courtroom Technology Upgrades: 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.
3. Without the Courtroom Technology Upgrades: The court will continue to employ less efficient and cost-effective methods of transport for routine movement of equipment and supplies between court facilities.

**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. Additionally, the excess fund balance requested to be held is the result of reimbursement revenue claimed by the court in three prior fiscal years which was not actually received until FY 2021-22.

#### **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.

Superior Court of California  
County of San Luis Obispo

Michael Powell  
Court Executive Officer

(805) 706-3625  
michael.powell@slo.courts.ca.gov



Courthouse Annex  
1035 Palm Street, Room 385  
San Luis Obispo, CA 93408  
www.slocourts.net

March 24, 2023

**Subject: Request to Amend Approved Use of TCTF Funds Held on Behalf of the Court**

Please find attached the San Luis Obispo Superior Court's application to amend its TCTF Funds Held on Behalf of the Court request approved by the Council on January 20, 2023.

The San Luis Obispo Superior Court is requesting to add language that will modify the approved uses of the funds for *Project #1, Renovation of Staff Workspaces*, which was approved by the Council at the January 20, 2023 meeting, in the amount of \$296,595. The amendment will not change the amount requested for Project #1, or the total amount of the request approved on January 20, 2023.

The additional language will allow for a portion of the approved amount to be used to fund a planned Court-Funded Facilities Request to construct four staff offices. Currently the approved use for Project #1 states only that modular furniture will be purchased. This amendment will add construction of the offices as an approved use of the funds within the existing project and dollar amount.

The requested change 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.

Please contact Geoff O'Quest, CFO of the San Luis Obispo Superior Court at 805-706-3628 or [geoff.oquest@slo.courts.ca.gov](mailto:geoff.oquest@slo.courts.ca.gov) with any questions.

Sincerely,

A handwritten signature in blue ink that reads "Dana Dowse".

Dana Dowse  
Assistant Court Executive Officer  
Superior Court of California  
San Luis Obispo County



## 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	1,010,002	2,052,297	-					3,062,298
Revenues	17,430,430	726,344	276,582					18,433,357
Expenditures	17,833,906	596,636	284,614					18,715,157
Operating Transfers In (Out)	(36,641)	28,609	8,032					0
Ending Fund Balance	569,885	2,210,613	-	-	-	-	-	2,780,498

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	-					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



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
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General
<b>REVENUES</b>									
State Financing Sources	18,651,282	335,775	-					18,987,057	20,594,701
Grants	-	-	274,718					274,718	-
Other Financing Sources	864,733	653,313	-					1,518,046	320,500
<b>TOTAL REVENUES</b>	<b>19,516,014</b>	<b>989,088</b>	<b>274,718</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>20,779,820</b>	<b>20,915,201</b>
<b>EXPENDITURES</b>									
Salaries	10,033,910	21,648	106,565					10,162,124	11,333,863
Staff Benefits	6,159,619	25,364	92,777					6,277,760	6,780,370
General Expense	422,355	658	107					423,120	500,000
Printing	20,503	-	-					20,503	22,000
Telecommunications	176,038	-	-					176,038	18,000
Postage	43,081	-	-					43,081	45,000
Insurance	7,934	-	-					7,934	8,000
Travel in State	11,151	-	-					11,151	10,000
Travel Out of State	8,416	-	-					8,416	10,000
Training	13,439	-	-					13,439	15,000
Security	3,657	1,500	-					5,157	4,000
Facilities Operations	29,941	88,970	-					118,911	-
Utilities	-	-	-					-	-
Contracted Services	1,184,651	476,289	35,401					1,696,342	1,268,800
Consulting and Professional Services - County Provided	229,913	230,824	-					460,737	300,000
Information Technology (IT)	539,244	3,120	-					542,364	552,862
Major Equipment	2,410	-	-					2,410	-
Other Items of Expense	2,103	-	-					2,103	-
Juror Costs	59,134	-	-					59,134	60,000
Other	-	-	-					-	-
Debt Service	-	-	-					-	-
Court Construction	-	-	-					-	-
Distributed Administration & Allocation	(39,868)	-	39,868					-	(40,000)
Prior Year Expense Adjustment	257							257	
<b>TOTAL EXPENDITURES</b>	<b>18,907,890</b>	<b>848,374</b>	<b>274,718</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>20,030,982</b>	<b>20,887,895</b>
Operating Transfers In (Out)	(11,844)	11,844	-					-	(12,000)
<b>Fund Balance (Deficit)</b>									
<b>Beginning Balance (Deficit)</b>	<b>532,865</b>	<b>1,972,589</b>	<b>-</b>					<b>2,505,454</b>	<b>1,129,147</b>
<b>Ending Balance (Deficit)</b>	<b>1,129,147</b>	<b>2,125,147</b>	<b>(0)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3,254,293</b>	<b>1,144,452</b>

## Current detailed budget projection

		▼	FUNDS					FY 2023-24	▼
Description	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant
<b>REVENUES</b>									
State Financing Sources	370,000	-					20,964,701	21,418,489	384,800
Grants	-	298,366					298,366	-	-
Other Financing Sources	659,065	-					979,565	300,000	685,428
<b>TOTAL REVENUES</b>	<b>1,029,065</b>	<b>298,366</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>22,242,632</b>	<b>21,718,489</b>	<b>1,070,228</b>
<b>EXPENDITURES</b>									
Salaries	22,954	120,280					11,477,098	11,900,556	23,872
Staff Benefits	26,947	102,086					6,909,403	7,119,388	28,025
General Expense	700	-					500,700	520,000	750
Printing	-	-					22,000	22,880	-
Telecommunications	-	-					18,000	18,720	-
Postage	-	-					45,000	46,800	-
Insurance	-	-					8,000	8,320	-
Travel in State	-	-					10,000	10,400	-
Travel Out of State	-	-					10,000	10,400	-
Training	-	-					15,000	15,600	-
Security	1,500	-					5,500	4,160	1,560
Facilities Operations	90,000	-					90,000	-	93,600
Utilities	-	-					-	-	-
Contracted Services	500,000	36,000					1,804,800	1,319,552	520,000
Consulting and Professional Services - County Provided	230,000	-					530,000	320,000	240,000
Information Technology (IT)	-	-					552,862	600,000	-
Major Equipment	-	-					-	-	-
Other Items of Expense	-	-					-	-	-
Juror Costs	-	-					60,000	62,400	-
Other	-	-					-	-	-
Debt Service	-	-					-	-	-
Court Construction	-	-					-	-	-
Distributed Administration & Allocation	-	40,000					-	(42,000)	-
Prior Year Expense Adjustment							-		
<b>TOTAL EXPENDITURES</b>	<b>872,101</b>	<b>298,366</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>22,058,362</b>	<b>21,937,177</b>	<b>907,807</b>
Operating Transfers In (Out)	12,000	-					-		
<b>Fund Balance (Deficit)</b>									
<b>Beginning Balance (Deficit)</b>	<b>2,125,147</b>	<b>(0)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3,254,293</b>	<b>1,144,452</b>	<b>2,294,111</b>
<b>Ending Balance (Deficit)</b>	<b>2,294,111</b>	<b>(0)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3,438,563</b>	<b>925,764</b>	<b>2,456,532</b>

## Current detailed budget projection

	FUNDS						Select Fiscal Year	▼	
Description	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant
<b>REVENUES</b>									
State Financing Sources						21,803,289			
Grants	310,301					310,301			
Other Financing Sources						985,428			
<b>TOTAL REVENUES</b>	<b>310,301</b>	-	-	-	-	<b>23,099,017</b>	-	-	-
<b>EXPENDITURES</b>									
Salaries	125,091					12,049,520			
Staff Benefits	106,170					7,253,583			
General Expense	-					520,750			
Printing	-					22,880			
Telecommunications	-					18,720			
Postage	-					46,800			
Insurance	-					8,320			
Travel in State	-					10,400			
Travel Out of State	-					10,400			
Training	-					15,600			
Security	-					5,720			
Facilities Operations	-					93,600			
Utilities	-					-			
Contracted Services	37,039					1,876,591			
Consulting and Professional Services - County Provided	-					560,000			
Information Technology (IT)	-					600,000			
Major Equipment	-					-			
Other Items of Expense	-					-			
Juror Costs	-					62,400			
Other	-					-			
Debt Service	-					-			
Court Construction	-					-			
Distributed Administration & Allocation	42,000					-			
Prior Year Expense Adjustment						-			
<b>TOTAL EXPENDITURES</b>	<b>310,300</b>	-	-	-	-	<b>23,155,284</b>	-	-	-
Operating Transfers In (Out)						-			
<b>Fund Balance (Deficit)</b>									
<b>Beginning Balance (Deficit)</b>	<b>(0)</b>	-	-	-	-	<b>3,438,563</b>	<b>925,764</b>	<b>2,456,532</b>	<b>0</b>
<b>Ending Balance (Deficit)</b>	<b>0</b>	-	-	-	-	<b>3,382,296</b>	<b>925,764</b>	<b>2,456,532</b>	<b>0</b>

## Current detailed budget projection

	FUNDS					Select Fiscal Year	▼	FUNDS	
Description	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects
<b>REVENUES</b>									
State Financing Sources					-				
Grants					-				
Other Financing Sources					-				
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>									
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 - County Provided					-				
Information Technology (IT)					-				
Major Equipment					-				
Other Items of Expense					-				
Juror Costs					-				
Other					-				
Debt Service					-				
Court Construction					-				
Distributed Administration & Allocation					-				
Prior Year Expense Adjustment					-				
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)					-				
<b>Fund Balance (Deficit)</b>									
<b>Beginning Balance (Deficit)</b>	-	-	-	-	3,382,296	925,764	2,456,532	0	-
<b>Ending Balance (Deficit)</b>	-	-	-	-	3,382,296	925,764	2,456,532	0	-

## Current detailed budget projection

					Select Fiscal Year	▼	FUNDS		
Description	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service
<b>REVENUES</b>									
State Financing Sources				-					
Grants				-					
Other Financing Sources				-					
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>									
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 - County Provided				-					
Information Technology (IT)				-					
Major Equipment				-					
Other Items of Expense				-					
Juror Costs				-					
Other				-					
Debt Service				-					
Court Construction				-					
Distributed Administration & Allocation				-					
Prior Year Expense Adjustment				-					
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)				-					
<b>Fund Balance (Deficit)</b>									
<b>Beginning Balance (Deficit)</b>	-	-	-	3,382,296	925,764	2,456,532	0	-	-
<b>Ending Balance (Deficit)</b>	-	-	-	3,382,296	925,764	2,456,532	0	-	-

## Current detailed budget projection

				Select Fiscal Year	▼	FUNDS			
Description	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary
<b>REVENUES</b>									
State Financing Sources			-						
Grants			-						
Other Financing Sources			-						
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>									
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 - County Provided			-						
Information Technology (IT)			-						
Major Equipment			-						
Other Items of Expense			-						
Juror Costs			-						
Other			-						
Debt Service			-						
Court Construction			-						
Distributed Administration & Allocation			-						
Prior Year Expense Adjustment			-						
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)			-						
<b>Fund Balance (Deficit)</b>									
<b>Beginning Balance (Deficit)</b>	-	-	3,382,296	925,764	2,456,532	0	-	-	-
<b>Ending Balance (Deficit)</b>	-	-	3,382,296	925,764	2,456,532	0	-	-	-

## Current detailed budget projection

			Select Fiscal Year	▼	FUNDS				
Description	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary
<b>REVENUES</b>									
State Financing Sources		-							
Grants		-							
Other Financing Sources		-							
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>									
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 - County Provided		-							
Information Technology (IT)		-							
Major Equipment		-							
Other Items of Expense		-							
Juror Costs		-							
Other		-							
Debt Service		-							
Court Construction		-							
Distributed Administration & Allocation		-							
Prior Year Expense Adjustment		-							
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)		-							
<b>Fund Balance (Deficit)</b>									
<b>Beginning Balance (Deficit)</b>	-	3,382,296	925,764	2,456,532	0	-	-	-	-
<b>Ending Balance (Deficit)</b>	-	3,382,296	925,764	2,456,532	0	-	-	-	-

## Current detailed budget projection

Description	TOTAL
<b>REVENUES</b>	
State Financing Sources	-
Grants	-
Other Financing Sources	-
<b>TOTAL REVENUES</b>	-
<b>EXPENDITURES</b>	
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 - County Provided	-
Information Technology (IT)	-
Major Equipment	-
Other Items of Expense	-
Juror Costs	-
Other	-
Debt Service	-
Court Construction	-
Distributed Administration & Allocation	-
Prior Year Expense Adjustment	-
<b>TOTAL EXPENDITURES</b>	-
Operating Transfers In (Out)	-
<b>Fund Balance (Deficit)</b>	
<b>Beginning Balance (Deficit)</b>	<b>3,382,296</b>
<b>Ending Balance (Deficit)</b>	<b>3,382,296</b>



## 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	
922605	Modular Furniture (Minor Equipment)	118,175
924000	Printing	
925000	Telecommunications	
926000	Postage	
928000	Insurance	
929000	Travel in State	
931000	Travel Out of State	
933000	Training	
934000	Security	
935000	Facilities Operations	160,000
936000	Utilities	
938000	Contracted Services	
940000	Consulting and Professional Services - County Provided	
943000	Information Technology (IT)	
945000	Major Equipment	
945205	Purchase of Court Vehicle	53,405
945206	Modular Furniture (Major Equipment)	18,420
945208	Equipment Systems	121,740
950000	Other Items of Expense	
972000	Other	
973000	Debt Service	
983000	Court Construction	
990000	Distributed Administration & Allocation	
<b>Total</b>		<b>471,740</b>

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

**PROJECT #1 - Staff workspace renovation**

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	296,595	-	-	-					296,595
Expenditures	-	50,000	246,595	-					296,595
Cumulative Balance	296,595	246,595	-	-	-	-	-	-	-

**PROJECT #2 - Courtroom technology upgrade**

Description	FY 2021-22	FY 2022-23	FY 2022-23	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	▼ Total
Contribution	121,740	-	-						121,740
Expenditures	-	-	121,740						121,740
Cumulative Balance	121,740	121,740	-	-	-	-	-	-	-

**PROJECT #3 - Court van replacement**

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	53,405	-							53,405
Expenditures	-	53,405							53,405
Cumulative Balance	53,405	-	-	-	-	-	-	-	-

**TOTAL, ALL PROJECTS**

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	471,740	-	-	-	-				471,740
Expenditures	-	103,405	368,335	-	-				471,740
Cumulative Balance	471,740	368,335	-	-	-	-	-	-	-

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 ▼	FY 2023-24 ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Total
Contribution	471,740								471,740
Expenditures		103,405	368,335						471,740
Cumulative Balance	471,740	368,335	-	-	-	-	-	-	-

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	471,740								471,740
Expenditures		103,405	368,335						471,740
Cumulative Balance	471,740	368,335	-	-	-	-	-	-	-

## ***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*)