



JUDICIAL COUNCIL OF CALIFORNIA

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REPORT TO THE JUDICIAL COUNCIL

Item No.: 23-017

For business meeting on: January 20, 2023

Title

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

Agenda Item Type

Action Required

Effective Date

January 20, 2023

Rules, Forms, Standards, or Statutes Affected

None

Date of Report

December 14, 2022

Recommended by

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

Contact

Brandy Olivera, 415-865-7195
Brandy.Olivera@jud.ca.gov

Executive Summary

The Fiscal Planning Subcommittee of the Trial Court Budget Advisory Committee recommends 16 new and nine amended Trial Court Trust Fund funds to be held on behalf of the trial courts' requests totaling \$10.2 million from 12 trial courts. Under the Judicial Council–adopted process, a court may request reduced funding as a result of the court exceeding the 3 percent fund balance cap, to be retained in the Trial Court Trust Fund for the benefit of that court.

Recommendation

Based on actions taken at its meeting on October 20, 2022 and its action by email meeting on December 8, 2022, the Fiscal Planning Subcommittee of the Trial Court Budget Advisory Committee recommends that the Judicial Council, effective January 20, 2023 approve:

1. New funding requests totaling \$4.3 million (Attachment A), as follows:

- \$902,000 request from Amador Superior Court to add one new courtroom to the courthouse (Attachment B);
- \$168,000 request from Colusa Superior Court for needed alterations and improvements to the clerk's office and judge's chambers (Attachment C);

- \$300,000 request from El Dorado Superior Court to digitize all court records and make them easily accessible in its case management system (Attachment D);
- \$111,000 request from Glenn Superior Court for a digitization project (Attachment E);
- \$393,000 request from Kings Superior Court for replacing information technology equipment in its data center (Attachment F);
- \$236,000 request from Kings Superior Court for a surveillance system refresh (Attachment F);
- \$25,000 request from Monterey Superior Court to fund a consultant on the design and construction of a new courthouse (Attachment G);
- \$50,000 request from Monterey Superior Court to fund the replacement of a vehicle (Attachment H);
- \$250,000 request from Monterey Superior Court to fund maintenance and repair projects (Attachment I);
- \$70,000 request from Monterey Superior Court to fund critical security projects for its courthouses (Attachment J);
- \$495,000 request from Placer Superior Court to upgrade its current video conferencing system for remote proceedings (Attachment K);
- \$80,000 request from Placer Superior Court to make infrastructure modifications to support an increase in staffing (Attachment L);
- \$710,000 request from San Benito Superior Court to make modifications and upgrades to its existing facility (Attachment M);
- \$297,000 request from San Luis Obispo Superior Court to renovate office workspace (Attachment N);
- \$122,000 request from San Luis Obispo Superior Court to upgrade its current Zoom court technology (Attachment N); and
- \$53,000 request from San Luis Obispo Superior Court to purchase a vehicle (Attachment N).

2. Amended requests totaling \$5.9 million (Attachment O), as follows:

- Request of Kern Superior Court to extend completion of its case management system totaling \$1.8 million to 2023–24 for fund balance years 2016–17 and 2020–21 due to a change in vendors (Attachment P);
- Request of Mono Superior Court to extend the replacement and repair of its courtroom audiovisual control system to 2024–25 for fund balance years 2017–18 and 2019–20 due to minor audiovisual system failures and to increase the requested amount by \$40,000 from \$168,000 to \$208,000 (Attachment Q);
- Request of Mono Superior Court to extend the interfacing of its case management system with justice partners totaling \$105,000 through 2024–25 for fund balance year 2020–21 to finalize the planning phase and complete staggered deployments (Attachment R);
- Request of Mono Superior Court to extend its document digital scanning/storing services totaling to 2023–24 for fund balance years 2018–19, 2019–20, and 2020–21 to convert

hard copy paper records into digital files and to increase the requested amount by \$35,000 from \$35,000 to \$70,000 (Attachment S);

- Request of Mono Superior Court to extend the period for purchasing a winter vehicle due to the economy to 2023–24 for fund balance years 2018–19 and 2019–20, and to increase the requested amount by \$60,000 from \$10,000 to \$70,000 (Attachment T);
- Request of Monterey Superior Court to extend the period for upgrading its power infrastructure and data center to 2022–23 for fund balance year 2021–22 to find a viable and cost-effective solution for sharing and maintaining computer systems among various branch entities, and to increase the requested amount by \$221,000 from \$108,000 to \$329,000 (Attachment U);
- Request of Monterey Superior Court to extend the period for landscaping and parking lot improvements to 2022–23 for fund balance years 2020–21 and 2021–22 as work has not been completed related to the original scope of the project, and to increase the requested amount by \$50,000 from \$247,000 to \$297,000 (Attachment V);
- Request of San Mateo Superior Court to extend the period for repairing and replacing worn and damaged flooring and carpeting to 2023–24 for fund balance years 2017–18 through 2021–22, and to increase the requested amount by \$300,000 from \$361,000 to \$661,000 (Attachment W); and
- Request of San Mateo Superior Court to extend the period for new builds to 2023–24 for fund balance year 2018–19 as it awaits occupied space to be vacated, and to increase the requested amount by \$673,000 from \$1.7 million to \$2.3 million (Attachment X).

Relevant Previous Council Action

On April 15, 2016, the council approved the Trial Court Budget Advisory Committee’s (TCBAC) recommended process, criteria, and required information for trial courts to request that Trial Court Trust Fund (TCTF)–reduced allocations related to the fund balance cap be retained in the TCTF as restricted fund balance for the benefit of those courts.¹ This retention 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 have significant court 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 intended to ensure that the council is aware of the use of funds in excess of the fund balance cap and has

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

given its explicit approval. Post-completion reporting and audit requirements provide final review of the plans and their adherence to the approved purpose. Requests approved by the council since policy development are shown in the table below:

Fund Balance Year	# of Trial Courts	Amount
2015–16	15	\$8.3 Million
2016–17	14	\$6.9 Million
2017–18	11	\$1.6 Million
2018–19	10	\$6.4 Million
2019–20	15	\$6.1 Million
2020–21	14	\$7.4 Million

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

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

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

² Judicial Council of Cal., Advisory Com. Rep., *Updates to the Funds Held on Behalf of the Trial Courts Policy* (Jan. 17, 2020), <https://jcc.legistar.com/View.ashx?M=F&ID=7977186&GUID=6B519461-BD50-4F19-9B80-CD40F8FD64FE>.

³ Judicial Council of Cal., Advisory Com. Rep., *Trial Court Budget: Funds Held on Behalf of the Trial Courts Reporting Frequency* (May 10, 2022), <https://jcc.legistar.com/View.ashx?M=F&ID=10830769&GUID=305F68B7-26CF-4E57-B29D-BD15D8B1CB6D>.

infrastructure projects in which the work extends beyond the three-year term of the contract encumbrance.

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

Government Code section 68502.5(c)(2)(A) requires the Judicial Council, when setting the allocations for trial courts, to set a preliminary allocation in July of each fiscal year. Further, in January of each fiscal year, after review of available trial court reserves as of June 30 of the prior fiscal year, the Judicial Council shall finalize allocations to trial courts. Each court's finalized allocation shall 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 the attached applications. Overall, if the requests are not approved, the courts would use funding from their operating budgets, which would 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 would be adversely affected as well as the courts' ability to serve the public adequately and efficiently.

Attachments and Links

1. Attachment A: Summary of New Requests
2. Attachment B: Application—Amador Superior Court request
3. Attachment C: Application—Colusa Superior Court request
4. Attachment D: Application—El Dorado Superior Court request

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

5. Attachment E: Application—Glenn Superior Court request
6. Attachment F: Application—Kings Superior Court request
7. Attachment G: Application—Monterey Superior Court request
8. Attachment H: Application—Monterey Superior Court request
9. Attachment I: Application—Monterey Superior Court request
10. Attachment J: Application—Monterey Superior Court request
11. Attachment K: Application—Placer Superior Court request
12. Attachment L: Application—Placer Superior Court request
13. Attachment M: Application—San Benito Superior Court request
14. Attachment N: Application—San Luis Obispo Superior Court request
15. Attachment O: Summary of Amended Requests
16. Attachment P: Application—Kern Superior Court request
17. Attachment Q: Application—Mono Superior Court request
18. Attachment R: Application—Mono Superior Court request
19. Attachment S: Application—Mono Superior Court request
20. Attachment T: Application—Mono Superior Court request
21. Attachment U: Application—Monterey Superior Court request
22. Attachment V: Application—Monterey Superior Court request
23. Attachment W: Application—San Mateo Superior Court request
24. Attachment X: Application—San Mateo Superior Court request
25. Attachment Y: *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 Trial Court Trust Fund Funds to be Held on Behalf of the Court (New Requests)

Table 1: New Requests for January 20, 2023 Judicial Council Meeting

Court	Amount Requested	Category	High Level Summary
Amador	\$ 902,404	Facilities	Courtroom addition.
Colusa	168,065	Facilities	Alterations and improvements to the clerk's office and judge's chambers.
El Dorado	300,000	Technology	Digitize all court records for easy access in its case management system (CMS).
Glenn	111,000	Technology	Digitization project.
Kings	392,882	Technology	Data center equipment replacement.
Kings	236,348	Facilities	Surveillance system refresh.
Monterey	25,000	Facilities	Design consultant for new courthouse.
Monterey	50,000	Facilities	Vehicle purchase.
Monterey	250,000	Facilities	Maintenance and repair projects.
Monterey	70,000	Facilities	Security projects at courthouses.
Placer	495,000	Technology	Video conference system upgrades.
Placer	80,000	Facilities	Infrastructure modifications.
San Benito	709,532	Facilities	Facility modifications and upgrades.
San Luis Obispo	296,595	Facilities	Office workspace renovation.
San Luis Obispo	121,740	Technology	Court Zoom technology upgrade.
San Luis Obispo	53,405	Facilities	Vehicle purchase.

\$ 4,261,971

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: Amador	PERSON AUTHORIZING REQUEST (Presiding Judge or Court Executive Officer): Renee C. Day, Presiding Judge	
	CONTACT PERSON AND CONTACT INFO: Dawn Harmon: dharmon@amadorcourt.org; 209-257-2686	
DATE OF SUBMISSION: 9/21/2022	TIME PERIOD COVERED BY THE REQUEST, INCLUDING CONTRIBUTION AND EXPENDITURE: <u>FY 21/22 – FY 24/25</u>	REQUESTED AMOUNT: \$902,484.00

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.):

Amador Superior Court (Court) is requesting to hold funds in trust for an addition to the court house of one new courtroom.

The new courtroom, Department 4, which is proposed to expand into the parking lot on the east side of the building, would have a minimal impact on available parking for Court customers while greatly increasing the public's access to the services of the Court by allowing regular court calendars to continue operations during scheduled jury trials without closing various other Court services, such as the Court Collections Counter and Traffic Check-in Counter, or impacting the Jury Assembly Room.

Another option we are exploring with JCC Facilities would be to reconfigure the current Court facility to add a courtroom.

Department 4 would further save from expending funds to cover the cost of an off-site rental facility including but not limited to rental cost, additional security, and mileage reimbursement for staff and jurors, all while salvaging a loss of positive public perception of the Court caused by makeshift courtrooms. Additionally, this is a very small community with limited facilities available. The off-site rental facility we utilized during the pandemic is no longer available; we were fortunate to utilize it only because the owners had to shutter their business due to the pandemic.

SECTION II: AMENDED REQUEST CHANGES

A. Identify sections and answers amended.

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

SECTION III: TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE

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

This project is in the infancy planning stage, therefore, we do not have solid projections. The cost to provide the increased availability of Court services to the public by building Department 4 is to be determined, however, we do know it will be outside of the Courts annual operational budget and will require more than the three year encumbrance term will allow.

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 addition of Department 4 will enhance the efficiency of court operations, increase the availability of court services to the public, and promote a positive public perception of the Court.

In 2010 Amador held 16 jury trials with an average length of 3.6 days* which, at the time, was manageable with three courtrooms. However, since then the average length of jury trials has more than doubled. In 2020 the average length of a jury trial had increased to 7.3 days**.

The continuing extended length of trials has forced the Court to choose between spending resources on viable off-site accommodations for jury trials, or close certain court services to permit regular operations of the calendars. The Court has heard calendars in the Jury Assembly Room, causing the closure of the Court Collections Counter, Traffic Check-In Counter, and effecting the Jury Check-in process during trials to accommodate the operations of our Court Calendars. The addition of Department 4 would rectify this predicament and ensure all Court Services are available to the public.

Holding Court in the Jury Assembly Room further increases the security risk to our Judicial Officers and Court staff. In the event of a threat in the makeshift courtroom the location of the Judicial Officer and Court Staff in relation to the public would require them to move toward the threat in order to retreat to a secured area of the Courthouse. This security risk could prove disastrous and is easily remedied by the addition of Department 4 which would have proper security measures in place.

Assembling and disassembling the equipment in the Jury Assembly Room to create a courtroom takes Court time and personnel. Taking personnel away from their regular duties decreases the efficiency of other departments. Constructing Department 4 will save Court time and resources in the set up and break down of the temporary courtroom.

The public perception of the Court is diminished each time calendars are heard in the Jury Assembly Room. The courtroom is made utilizing folding tables for the bench, counsel tables, and witness stand, while a portable microphone and speaker setup is brought in to ensure all can hear. The appearance of the courtroom in this way gives the perception that the Court is not to be regarded as one of the three branches of government, but rather just a piecemealed apparatus. In October of 2022 the Court will hold a 30 day Jury Trial. As it is impractical to close other court operations for this length of time the Court will hold this trial off site at the Calaveras County Superior Court (17.9 miles away). Holding this trial off site will require the Jurors to first come to the Amador Superior Court only to be instructed to drive to the Calaveras Superior Court. This will again have a negative impact on the public perception of the Court on top of decreased efficiency due to the added travel time. The addition of Department 4 will build a positive public perception of the Court by providing an appropriate venue for the hearing of all court calendars and restore the public's positive perception of the Court.

Department 4 will not only increase the efficiency, effectiveness, and availability of Court services by allowing all facets of operations to remain open without taking personnel away from their regular responsibilities, it will provide a safer work environment for our Judicial Officers and staff, and promote a positive public image of the Court.

*Includes a 24 day Homicide trial if excluded average is 2.1 days

**Includes a 12 day Homicide trial if excluded average is 6.5 days

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.

In the event the Court's request is not approved the Court will be required to continue closing various Court Services or looking for off-site locations when jury trials are held.

Maintaining the calendar on site in the Jury Assembly Room will force the closure of the Court's collections, impacting the courts operations, as well as affect the traffic calendar check-in process, take personnel from their regular responsibilities, and increase the safety risk of the Judicial Officers and staff. Hearing the calendar offsite will reduce efficiency, public perception, and increase operational costs in security, mileage, and facility rental fees.

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

The public's access to justice will be hindered if the request is not approved due not only to the closure of certain court services, but in some instances being required to drive to another county court nearly twenty miles away for their matter to be heard.

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

In the unfortunate event the request is not approved the court would continue operating as we are by closing court functions as necessary to manufacture a makeshift courtroom, or spending court resources on off site locations if we are even able to secure off site locations.

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**

If a cost efficiency, please provide cost comparison

Status Quo		FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25
GL Account	Description	Amount	Amount	Amount	Amount
N/A	Dedicated Revenue Stream (if applicable)				
900000	Salaries				
910000	Staff Benefits				
920001	General Expense				
924000	Printing				
925000	Telecommunications				
926000	Postage				
928000	Insurance				
929000	Travel in State				
931000	Travel Out of State				
933000	Training				
934000	Security				
935000	Facilities Operations				
936000	Utilities				
938000	Contracted Services				
940000	Consulting and Professional Services - County Provided				
943000	Information Technology (IT)				
945000	Major Equipment				
950000	Other Items of Expense				
972000	Other				
973000	Debt Service				
983000	Court Construction				
990000	Distributed Administration & Allocation				
Net Revenue (Expense)		-	-	-	-

Proposed Project		Amount	Amount	Amount	Amount
GL Account	Description	Amount	Amount	Amount	Amount
N/A	Dedicated Revenue Stream (if applicable)	902,484	400,000	400,000	400,000
900000	Salaries				
910000	Staff Benefits				
920001	General Expense				
924000	Printing				
925000	Telecommunications				
926000	Postage				
928000	Insurance				
929000	Travel in State				
931000	Travel Out of State				
933000	Training				
934000	Security				
935000	Facilities Operations				
936000	Utilities				
938000	Contracted Services				
940000	Consulting and Professional Services - County Provided				
943000	Information Technology (IT)				
945000	Major Equipment				
950000	Other Items of Expense				
972000	Other				
973000	Debt Service				
983000	Court Construction		150,000	500,000	1,452,484
990000	Distributed Administration & Allocation				
Net Revenue (Expense)		902,484	250,000	(100,000)	(1,052,484)
Cumulative Cost Savings		902,484	1,152,484	1,052,484	-

If a cost efficiency, please provide cost comparison

Status Quo		Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼
GL Account	Description	Amount	Amount	Amount
N/A	Dedicated Revenue Stream (if applicable)			
900000	Salaries			
910000	Staff Benefits			
920001	General Expense			
924000	Printing			
925000	Telecommunications			
926000	Postage			
928000	Insurance			
929000	Travel in State			
931000	Travel Out of State			
933000	Training			
934000	Security			
935000	Facilities Operations			
936000	Utilities			
938000	Contracted Services			
940000	Consulting and Professional Services - County Provided			
943000	Information Technology (IT)			
945000	Major Equipment			
950000	Other Items of Expense			
972000	Other			
973000	Debt Service			
983000	Court Construction			
990000	Distributed Administration & Allocation			
Net Revenue (Expense)		-	-	-

Proposed Project		Amount	Amount	Amount
GL Account	Description	Amount	Amount	Amount
N/A	Dedicated Revenue Stream (if applicable)			
900000	Salaries			
910000	Staff Benefits			
920001	General Expense			
924000	Printing			
925000	Telecommunications			
926000	Postage			
928000	Insurance			
929000	Travel in State			
931000	Travel Out of State			
933000	Training			
934000	Security			
935000	Facilities Operations			
936000	Utilities			
938000	Contracted Services			
940000	Consulting and Professional Services - County Provided			
943000	Information Technology (IT)			
945000	Major Equipment			
950000	Other Items of Expense			
972000	Other			
973000	Debt Service			
983000	Court Construction			
990000	Distributed Administration & Allocation			
Net Revenue (Expense)		-	-	-

Cumulative Cost Savings	-		
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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	187,705	35,650	-					223,355
Revenues	4,090,153	292,623	222,672					4,605,448
Expenditures	3,970,185	280,307	237,193					4,487,685
Operating Transfers In (Out)	(14,521)		14,521					-
Ending Fund Balance	293,152	47,966	-	-	-	-	-	341,118

FY 2020-21	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance	293,151	47,966	-					341,117
Revenues	3,806,589	224,651	195,237					4,226,477
Expenditures	3,706,787	207,785	196,338					4,110,910
Operating Transfers In (Out)	(1,101)		1,101					-
Ending Fund Balance	391,852	64,832	-	-	-	-	-	456,684

FY 2021-22	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance	391,852	64,832	-					456,684
Revenues	5,174,007	298,719	176,877					5,649,603
Expenditures	4,441,660	296,225	176,810					4,914,695
Operating Transfers In (Out)	67		(67)					-
Ending Fund Balance	1,124,266	67,326	-	-	-	-	-	1,191,592

Current detailed budget projection on court's behalf

	FY 2022-23		FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	
REVENUES									
State Financing Sources	400,000							400,000	
Grants								-	
Other Financing Sources								-	
TOTAL REVENUES	400,000	-	-	-	-	-	-	400,000	
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	150,000							150,000	
Distributed Administration & Allocation								-	
Prior Year Expense Adjustment								-	
TOTAL EXPENDITURES	150,000	-	-	-	-	-	-	150,000	
Operating Transfers In (Out)								-	
Fund Balance (Deficit)									
Beginning Balance (Deficit)	902,484	-	-	-	-	-	-	902,484	
Ending Balance (Deficit)	1,152,484	-	-	-	-	-	-	1,152,484	

Current detailed budget projection:

	FY 2023-24		FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	
REVENUES									
State Financing Sources	400,000							400,000	
Grants								-	
Other Financing Sources								-	
TOTAL REVENUES	400,000	-	-	-	-	-	-	400,000	
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	500,000							500,000	
Distributed Administration & Allocation								-	
Prior Year Expense Adjustment								-	
TOTAL EXPENDITURES	500,000	-	-	-	-	-	-	500,000	
Operating Transfers In (Out)								-	
Fund Balance (Deficit)									
Beginning Balance (Deficit)	1,152,484	-	-	-	-	-	-	1,152,484	
Ending Balance (Deficit)	1,052,484	-	-	-	-	-	-	1,052,484	

Application for TCTF Funds Held on Behalf of the Court

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

Expenses Category		Amount
GL Account	Description	
900000	Salaries	
910000	Staff Benefits	
920001	General Expense	
924000	Printing	
925000	Telecommunications	
926000	Postage	
928000	Insurance	
929000	Travel in State	
931000	Travel Out of State	
933000	Training	
934000	Security	
935000	Facilities Operations	
936000	Utilities	
938000	Contracted Services	
940000	Consulting and Professional Services - County Provided	
943000	Information Technology (IT)	
945000	Major Equipment	
950000	Other Items of Expense	
972000	Other	
973000	Debt Service	
983000	Court Construction	2,102,484
990000	Distributed Administration & Allocation	
Total		2,102,484

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 ▼	FY 2017-18 ▼	FY 2024-25 ▼	Select Fiscal Year ▼	Total			
Contribution	902,484	400,000	400,000	400,000					2,102,484
Expenditures		150,000	500,000	1,452,484					2,102,484
Cumulative Balance	902,484	1,152,484	1,052,484	-	-	-	-	-	-

SHEET NOTES

- 1) See Enlarged Plans, sheets A4.2 and A4.3 for additional dimensions.
- 2) Provide informational and accessibility signage per this sheet and referenced details. See specifications section 10431.
 - ① Permanent Room Signage, CBC III TB.5.1.2, A1/A4.4
 - Finish and Contrast
 - Character Proportions
 - Raised Character, type and size
 - Braille
 - Mounting Height and Location
 - ② Entrance Signage, CBC III TB.5.1.2, sheet A3.1 International Symbol of Accessibility
 - ③ Toilet Room Signage, CBC III TB.5.1.2, sheet A1/A4.3 Equilateral Triangle, 12" edges @ Male Circle, 12" Diameter @ Females
 - ④ Grade-level Exit Door Signage, CBC 1003.2.6.6.11 "EXIT" per A1/A4.4 s.m. complying with
 - Finish and Contrast
 - Character Proportions
 - Raised Character, type and size
 - Braille
 - Mounting Height and Location
 - ⑤ Exit Access Door to Corridor, CBC 1003.2.6.1.4 "EXIT ROUTE" per A1/A4.4 complying with
 - Finish and Contrast
 - Character Proportions
 - Raised Character, type and size
 - Braille
 - Mounting Height and Location
 - ⑥ Assistive Listening Systems, CBC III TB.5.1.4, C1/A4.4 International Symbol of Access for Hearing Loss complying with
 - Finish and Contrast
 - Raised Pictorial Symbol
 - ⑦ Illuminated Exit Sign, CBC 1003.2.6.2 See Electrical Drawings
 - ⑧ Maximum Occupancy Signage, CBC 1001.2.6 and CFG 2501.6 per B1/A4.4 - complying with
 - Finish and Contrast
 - Character Proportions
 - ⑨ Building Directory, 3/A5.2 Directional Information complying with
 - Finish and Contrast
 - Character Proportions
 - Character Height
 - ⑩ Dedication Plaque, A2/A4.4
 - ⑪ Exterior Building Sign, A1/A3.1 and A4/A8.5

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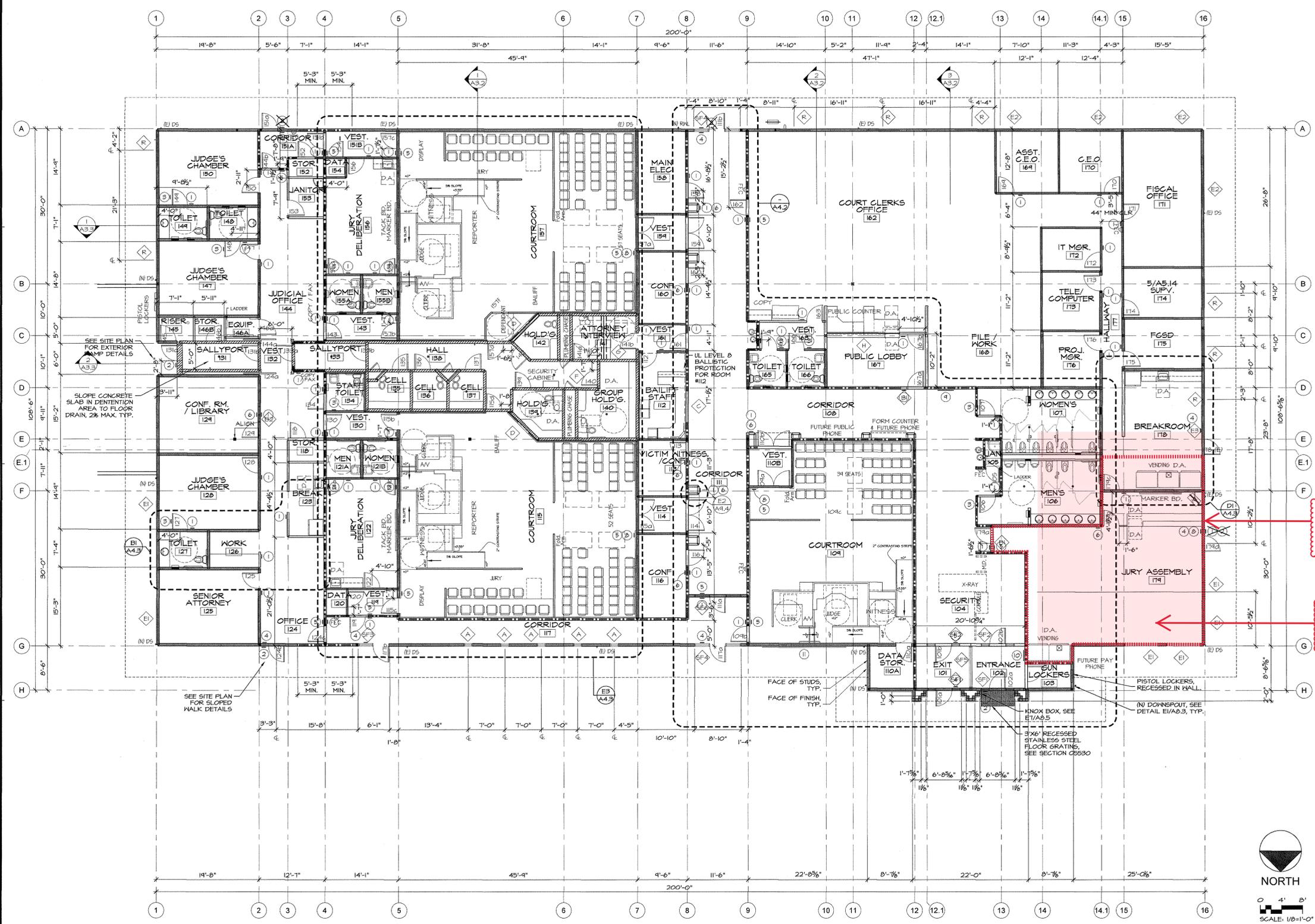
SUPERIOR COURT OF CALIFORNIA COUNTY OF AMADOR
 JOHN C. BEGOVICH BUILDING
 500 ARGONAUT LANE
 JACKSON, CALIFORNIA 95842

DIMENSION PLAN

Job No: G0315
 Drawn By: JZ
 Checked By: DZ
 Cad File: A22.dwg
 Date: 10/3/07

Revisions
AS-BUILT

Sheet Number
A2.2



OUTLINE OF RECONFIGURED SPACE FOR JURY ASSEMBLY/NEW COURTROOM

HIGHLIGHTED AREA REPRESENTS DIMENSIONS OF EXISTING SMALL COURTROOM FOR COMPARISON TO RECONFIGURED SPACE

SHEET LEGEND

- WOOD STUD WALLS W/ BATT
- WOOD STUD WALLS W/O BATT
- 1-HOUR RATED WOOD STUD WALLS
- 2-HOUR RATED WOOD STUD WALLS
- 6" CONCRETE MASONRY UNIT WALLS



SHEET NOTES

- 1) See Enlarged Plans, sheets A4.2 and A4.3 for additional dimensions.
- 2) Provide informational and accessibility signage per this sheet and referenced details. See specifications section 10431.
 - ① Permanent Room Signage, CBC III TB.5.1.2, A1/A4.4
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 - ③ Toilet Room Signage, CBC III TB.5.1.2, sheet A3.3 Equilateral Triangle, 12" edges @ Male Circle, 12" Diameter @ Females
 - ④ Grade-level Exit Door Signage, CBC 1003.2.6.6.11 "EXIT" per A1/A4.4 s.m. complying with
 - Finish and Contrast
 - Character Proportions
 - Raised Character, type and size
 - Braille
 - Mounting Height and Location
 - ⑤ Exit Access Door to Corridor, CBC 1003.2.6.6.14 "EXIT ROUTE" per A1/A4.4 complying with
 - Finish and Contrast
 - Character Proportions
 - Raised Character, type and size
 - Braille
 - Mounting Height and Location
 - ⑥ Assistive Listening Systems, CBC III TB.5.1.4, C1/A4.4 International Symbol of Access for Hearing Loss complying with
 - Finish and Contrast
 - Raised Pictorial Symbol
 - ⑦ Illuminated Exit Sign, CBC 1003.2.6.2 See Electrical Drawings
 - ⑧ Maximum Occupancy Signage, CBC 1007.2.6 and CFG 2501.6 per B1/A4.4 - complying with
 - Finish and Contrast
 - Character Proportions
 - ⑨ Building Directory, 3/A5.2 Directional Information complying with
 - Finish and Contrast
 - Character Proportions
 - Character Height
 - ⑩ Dedication Plaque, A2/A4.4
 - ⑪ Exterior Building Sign, A1/A3.1 and A4/A8.5

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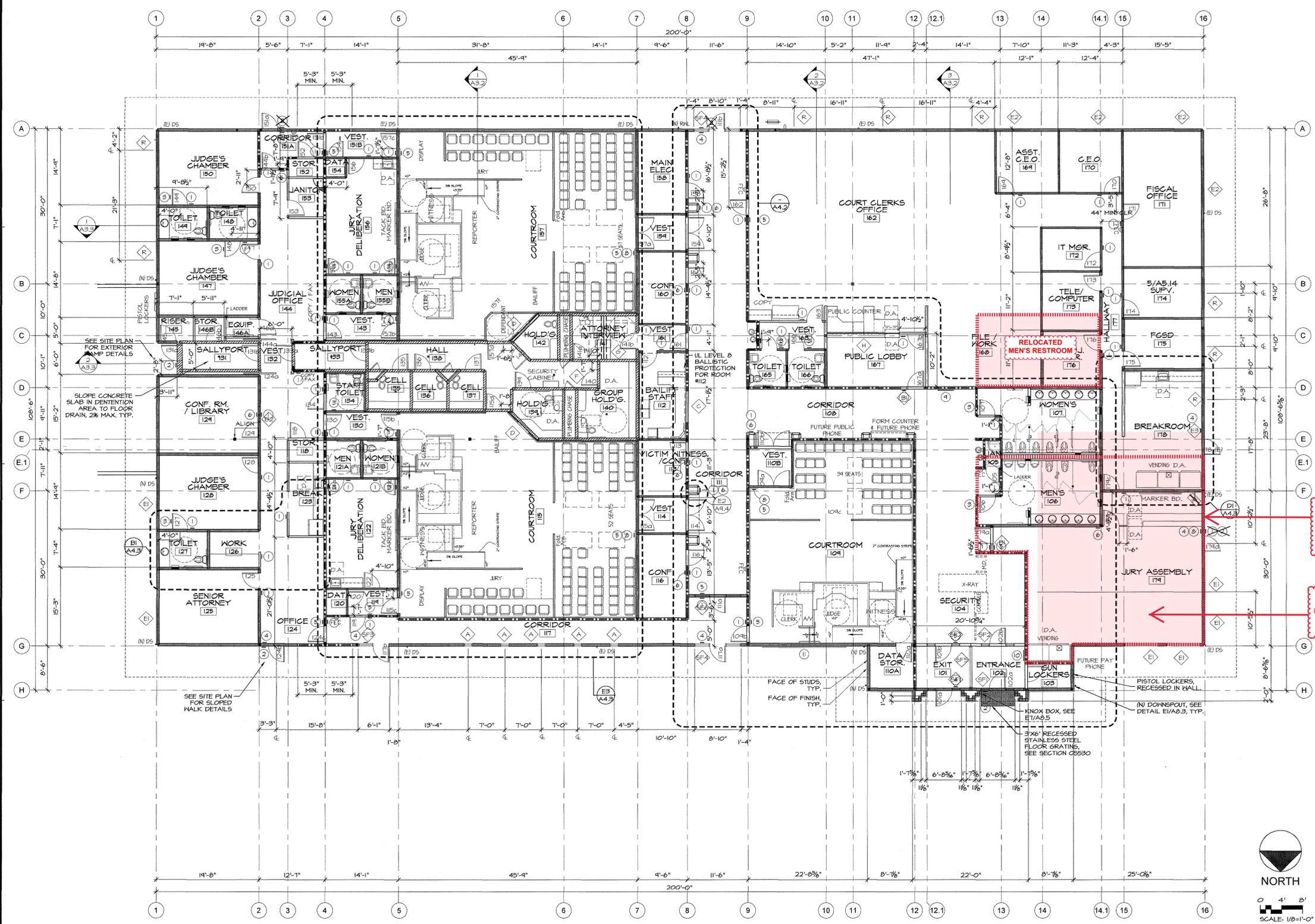
IDENTIFICATION STAMP
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SUPERIOR COURT OF CALIFORNIA COUNTY OF AMADOR
 JOHN C. BEGOVICH BUILDING
 500 ARGONAUT LANE
 JACKSON, CALIFORNIA 95842

DIMENSION PLAN

Job No: G0315
 Drawn By: JZ
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Revisions
AS-BUILT
 Sheet Number
A2.2

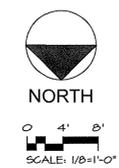


OUTLINE OF RECONFIGURED SPACE FOR JURY ASSEMBLY NEW COURTROOM

HIGHLIGHTED AREA REPRESENTS DIMENSIONS OF EXISTING SMALL COURTROOM FOR COMPARISON TO RECONFIGURED SPACE

SHEET LEGEND

- WOOD STUD WALLS W/ BATT
- WOOD STUD WALLS W/O BATT
- 1-HOUR RATED WOOD STUD WALLS
- 2-HOUR RATED WOOD STUD WALLS
- 6" CONCRETE MASONRY UNIT WALLS



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

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

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

The Clerk's Office, nearly 30 years, old is in need of attention. The public countertop is worn, there is broken hardware on the cabinet doors, and hanging, broken baseboards which are a safety hazard. The conversion of the file room to a conference and training room will enhance the court's ability to adequately train staff to serve the public. Current training facilities are non-existent.

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

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

N/A

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

The public will need to continue to take caution when using the public lobby, as the countertop has worn, exposed wood and broken baseboards. The staff will need to be cautious utilizing the cabinet doors, as they currently feature broken hardware. Court management would need to continue to schedule trainings and staff meetings around the availability of the courtroom which can be unrealistic or impractical.

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

Refurbishing current facilities is the lowest cost option that the court has identified. Holding funding in the TCTF is the preferred alternative because it allows Colusa to repair and refurbish with current resources.

SECTION IV: FINANCIAL INFORMATION

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

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

Please see attached.

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

Please see attached.

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

Colusa is currently in the process of obtaining quotes for all aspects of the project. Estimated costs:

Clerk's Office Public Lobby refurbishment \$100,000.00

Judge's Chambers refurbishment \$30,000.00

Training Facilities remodel \$38,065.00

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

Please see attached.

If a cost efficiency, please provide cost comparison

Status Quo		Select Fiscal Year ▼			
GL Account	Description	Amount	Amount	Amount	Amount
N/A	Dedicated Revenue Stream (if applicable)				
900000	Salaries				
910000	Staff Benefits				
920001	General Expense				
924000	Printing				
925000	Telecommunications				
926000	Postage				
928000	Insurance				
929000	Travel in State				
931000	Travel Out of State				
933000	Training				
934000	Security				
935000	Facilities Operations				
936000	Utilities				
938000	Contracted Services				
940000	Consulting and Professional Services - County Provided				
943000	Information Technology (IT)				
945000	Major Equipment				
950000	Other Items of Expense				
972000	Other				
973000	Debt Service				
983000	Court Construction				
990000	Distributed Administration & Allocation				
Net Revenue (Expense)		-	-	-	-

Proposed Project		Amount	Amount	Amount	Amount
GL Account	Description	Amount	Amount	Amount	Amount
N/A	Dedicated Revenue Stream (if applicable)				
900000	Salaries				
910000	Staff Benefits				
920001	General Expense				
924000	Printing				
925000	Telecommunications				
926000	Postage				
928000	Insurance				
929000	Travel in State				
931000	Travel Out of State				
933000	Training				
934000	Security				
935000	Facilities Operations				
936000	Utilities				
938000	Contracted Services				
940000	Consulting and Professional Services - County Provided				
943000	Information Technology (IT)				
945000	Major Equipment				
950000	Other Items of Expense				
972000	Other				
973000	Debt Service				
983000	Court Construction				
990000	Distributed Administration & Allocation				
Net Revenue (Expense)		-	-	-	-

Cumulative Cost Savings	-	-	-	-
--------------------------------	---	---	---	---

If a cost efficiency, please provide cost comparison

Status Quo		Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼
GL Account	Description	Amount	Amount	Amount
N/A	Dedicated Revenue Stream (if applicable)			
900000	Salaries			
910000	Staff Benefits			
920001	General Expense			
924000	Printing			
925000	Telecommunications			
926000	Postage			
928000	Insurance			
929000	Travel in State			
931000	Travel Out of State			
933000	Training			
934000	Security			
935000	Facilities Operations			
936000	Utilities			
938000	Contracted Services			
940000	Consulting and Professional Services - County Provided			
943000	Information Technology (IT)			
945000	Major Equipment			
950000	Other Items of Expense			
972000	Other			
973000	Debt Service			
983000	Court Construction			
990000	Distributed Administration & Allocation			
Net Revenue (Expense)		-	-	-

Proposed Project		Amount	Amount	Amount
GL Account	Description	Amount	Amount	Amount
N/A	Dedicated Revenue Stream (if applicable)			
900000	Salaries			
910000	Staff Benefits			
920001	General Expense			
924000	Printing			
925000	Telecommunications			
926000	Postage			
928000	Insurance			
929000	Travel in State			
931000	Travel Out of State			
933000	Training			
934000	Security			
935000	Facilities Operations			
936000	Utilities			
938000	Contracted Services			
940000	Consulting and Professional Services - County Provided			
943000	Information Technology (IT)			
945000	Major Equipment			
950000	Other Items of Expense			
972000	Other			
973000	Debt Service			
983000	Court Construction			
990000	Distributed Administration & Allocation			
Net Revenue (Expense)		-	-	-

Cumulative Cost Savings	-		
--------------------------------	---	--	--

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

FY 2019-20	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance	533,473	211,031	-	53,152	-	-	-	797,656
Revenues	2,139,931	17,855	62,645	1,166				2,221,597
Expenditures	1,971,033	-	62,645					2,033,678
Operating Transfers In (Out)								-
Ending Fund Balance	702,371	228,886	-	54,318	-	-	-	985,575

FY 2020-21	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance	702,371	228,886	-	54,318				985,575
Revenues	2,740,380	16,465	73,286	299				2,830,430
Expenditures	2,466,250	-	74,438					2,540,688
Operating Transfers In (Out)	(1,152)		1,152					-
Ending Fund Balance	975,349	245,351	-	54,617	-	-	-	1,275,317

FY 2021-22	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance	975,349	245,351	-	54,617				1,275,317
Revenues	3,591,816	15,277	62,365	221				3,669,679
Expenditures	3,171,347		66,712					3,238,059
Operating Transfers In (Out)	(10,588)		4,347					(6,241)
Ending Fund Balance	1,385,230	260,628	-	54,838	-	-	-	1,700,696

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

	FY 2021-22		FUNDS					
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources	3,567,805	14,258						3,582,063
Grants			66,236					66,236
Other Financing Sources	24,011	18,489	(3,871)	221				38,850
TOTAL REVENUES	3,591,816	32,747	62,365	221	-	-	-	3,687,149
EXPENDITURES								
Salaries	877,173	11,412	24,513					913,098
Staff Benefits	623,112	8,154	12,914					644,180
General Expense	340,478	829	-					341,307
Printing	72							72
Telecommunications	29,313							29,313
Postage	17,405							17,405
Insurance	1,339							1,339
Travel in State	495		-					495
Travel Out of State	-		-					-
Training	1,560		-					1,560
Security	-							-
Facilities Operations	39,670							39,670
Utilities								-
Contracted Services	298,989	-	29,285					328,274
Consulting and Professional Services - County Provided	2,354							2,354
Information Technology (IT)	776,100							776,100
Major Equipment	163,497							163,497
Other Items of Expense	1,371							1,371
Juror Costs	1,734							1,734
Other								-
Debt Service	-							-
Court Construction	-							-
Distributed Administration & Allocation	(3,316)	3,316						-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	3,171,346	23,711	66,712	-	-	-	-	3,261,769
Operating Transfers In (Out)	(10,588)	6,241	4,347					-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	975,349	245,351	-	54,617	-	-	-	1,275,317
Ending Balance (Deficit)	1,385,231	260,628	-	54,838	-	-	-	1,700,697

Current detailed budget projection on court's behalf

	FY 2022-23		FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	
REVENUES									
State Financing Sources	2,182,246							2,182,246	
Grants			103,549					103,549	
Other Financing Sources	24,011	1,200		200				25,411	
TOTAL REVENUES	2,206,257	1,200	103,549	200	-	-	-	2,311,206	
EXPENDITURES									
Salaries	884,325		27,522					911,847	
Staff Benefits	628,452		13,958					642,410	
General Expense	351,056							351,056	
Printing	100							100	
Telecommunications	38,000							38,000	
Postage	35,500							35,500	
Insurance	1,500							1,500	
Travel in State								-	
Travel Out of State								-	
Training	4,200							4,200	
Security								-	
Facilities Operations	51,573							51,573	
Utilities								-	
Contracted Services	423,796	-	70,003					493,799	
Consulting and Professional Services - County Provided	3,000							3,000	
Information Technology (IT)	350,501							350,501	
Major Equipment	205,758							205,758	
Other Items of Expense	500							500	
Juror Costs	2,500							2,500	
Other								-	
Debt Service								-	
Court Construction								-	
Distributed Administration & Allocation								-	
Prior Year Expense Adjustment								-	
TOTAL EXPENDITURES	2,980,761	-	111,483	-	-	-	-	3,092,244	
Operating Transfers In (Out)			7,934					7,934	
Fund Balance (Deficit)									
Beginning Balance (Deficit)	1,385,231	260,628	-	54,838	-	-	-	1,700,697	
Ending Balance (Deficit)	610,727	261,828	-	55,038	-	-	-	927,593	

Current detailed budget projection:

	FY 2023-24		FUNDS					
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources	2,182,246							2,182,246
Grants			99,425					99,425
Other Financing Sources	24,011	1,200		200				25,411
TOTAL REVENUES	2,206,257	1,200	99,425	200	-	-	-	2,307,082
EXPENDITURES								
Salaries	894,325		29,545					923,870
Staff Benefits	638,452		7,500					645,952
General Expense	125,000							125,000
Printing	100							100
Telecommunications	38,000							38,000
Postage	17,000							17,000
Insurance	1,500							1,500
Travel in State								-
Travel Out of State								-
Training	4,225							4,225
Security								-
Facilities Operations	54,856							54,856
Utilities								-
Contracted Services	293,169		58,754					351,923
Consulting and Professional Services - County Provided	3,000							3,000
Information Technology (IT)	383,368							383,368
Major Equipment	150,000							150,000
Other Items of Expense	40,500							40,500
Juror Costs	2,500							2,500
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	2,645,995	-	95,799	-	-	-	-	2,741,794
Operating Transfers In (Out)			(3,626)					(3,626)
Fund Balance (Deficit)								
Beginning Balance (Deficit)	610,727	261,828	-	55,038	-	-	-	927,593
Ending Balance (Deficit)	170,989	263,028	-	55,238	-	-	-	489,255

Current detailed budget projection:

	FY 2024-25		FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	
REVENUES									
State Financing Sources	2,182,246							2,182,246	
Grants			99,425					99,425	
Other Financing Sources	24,011	1,200						25,211	
TOTAL REVENUES	2,206,257	1,200	99,425	-	-	-	-	2,306,882	
EXPENDITURES									
Salaries	904,325		31,245					935,570	
Staff Benefits	642,452		7,500					649,952	
General Expense	182,555							182,555	
Printing	100							100	
Telecommunications	38,000							38,000	
Postage	17,000							17,000	
Insurance	1,500							1,500	
Travel in State								-	
Travel Out of State								-	
Training	4,225							4,225	
Security								-	
Facilities Operations	58,547							58,547	
Utilities								-	
Contracted Services	191,658		58,754					250,412	
Consulting and Professional Services - County Provided	3,000							3,000	
Information Technology (IT)	203,000							203,000	
Major Equipment	15,000							15,000	
Other Items of Expense	40,500							40,500	
Juror Costs	2,500							2,500	
Other								-	
Debt Service								-	
Court Construction								-	
Distributed Administration & Allocation								-	
Prior Year Expense Adjustment								-	
TOTAL EXPENDITURES	2,304,362	-	97,499	-	-	-	-	2,401,861	
Operating Transfers In (Out)			(1,926)					(1,926)	
Fund Balance (Deficit)									
Beginning Balance (Deficit)	170,989	263,028	-	55,238	-	-	-	489,255	
Ending Balance (Deficit)	72,884	264,228	-	55,238	-	-	-	392,350	

Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - 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)	72,884	264,228	-	55,238	-	-	-	392,350
Ending Balance (Deficit)	72,884	264,228	-	55,238	-	-	-	392,350

Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - 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)	72,884	264,228	-	55,238	-	-	-	392,350
Ending Balance (Deficit)	72,884	264,228	-	55,238	-	-	-	392,350

Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - 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)	72,884	264,228	-	55,238	-	-	-	392,350
Ending Balance (Deficit)	72,884	264,228	-	55,238	-	-	-	392,350

Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - 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)	72,884	264,228	-	55,238	-	-	-	392,350
Ending Balance (Deficit)	72,884	264,228	-	55,238	-	-	-	392,350

Application for TCTF Funds Held on Behalf of the Court

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

Expenses Category		Amount
GL Account	Description	
900000	Salaries	
910000	Staff Benefits	
920001	General Expense	
924000	Printing	
925000	Telecommunications	
926000	Postage	
928000	Insurance	
929000	Travel in State	
931000	Travel Out of State	
933000	Training	
934000	Security	
935000	Facilities Operations	
936000	Utilities	
938000	Contracted Services	168,065
940000	Consulting and Professional Services - County Provided	
943000	Information Technology (IT)	
945000	Major Equipment	
950000	Other Items of Expense	
972000	Other	
973000	Debt Service	
983000	Court Construction	
990000	Distributed Administration & Allocation	
Total		168,065

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 ▼	FY 2023-24 ▼	FY 2024-25 ▼	Select Fiscal Year ▼	Total			
Contribution	168,065		-						168,065
Expenditures		100,000	34,033	34,032					168,065
Cumulative Balance	168,065	68,065	34,032	-	-	-	-	-	336,130

APPLICATION FOR TCTF FUNDS HELD ON BEHALF OF THE COURT

Please check the type of request:

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

AMENDED REQUEST (Complete Sections I through IV.)



SECTION I: GENERAL INFORMATION

SUPERIOR COURT: El Dorado PERSON AUTHORIZING REQUEST (Presiding Judge or Court Executive Officer): Shelby Wineinger, Court Executive Officer

CONTACT PERSON AND CONTACT INFO: Amber Brazeal – abrazeal@eldoradocourt.org – 530-621-7452

DATE OF SUBMISSION: 9/21/2022 TIME PERIOD COVERED BY THE REQUEST, INCLUDING CONTRIBUTION AND EXPENDITURE: FY 21/22 TO FY 22/23 REQUESTED AMOUNT: \$ 300,000.00

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

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

Please see the attached documents.

SECTION II: AMENDED REQUEST CHANGES

A. Identify sections and answers amended. N/A

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

SECTION III: TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE

A. Explain why the request does not fit within the court’s annual operational budget process and the three-year encumbrance term. The Court was able to encumber partial funds during the normal fiscal year using a project quote and set up a purchase order for encumbrance. However, due to leadership changes impacting the Fiscal Services Department, the necessary steps to encumber additional funds during FY 21/22 year end close, and the calculation of the 3% fund balance was not fully understood and the encumbrance deadline was missed. We are submitting a request to have the TCTF held on behalf of our Court so that we can complete this critical project that would not otherwise be funded with future funds.

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

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

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

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

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

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

N/A

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

This is a big project, and the Court will only be able to fund a part of this critical project possibly leaving many files in boxes, and a time-consuming process to pull these files from storage.

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

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

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

The only alternative is to lose the funding designated for this project with the hope of securing it through the TCTF process which will delay the Court ability to move forward. This Court was unable to pursue this project in the most recent fiscal years as it was focused on securing funds to replace its failing case management system that was end of life and no longer supported.

If a cost efficiency, please provide cost comparison

Status Quo		Select Fiscal Year ▼			
GL Account	Description	Amount	Amount	Amount	Amount
N/A	Dedicated Revenue Stream (if applicable)				
900000	Salaries				
910000	Staff Benefits				
920001	General Expense				
924000	Printing				
925000	Telecommunications				
926000	Postage				
928000	Insurance				
929000	Travel in State				
931000	Travel Out of State				
933000	Training				
934000	Security				
935000	Facilities Operations				
936000	Utilities				
938000	Contracted Services				
940000	Consulting and Professional Services - County Provided				
943000	Information Technology (IT)				
945000	Major Equipment				
950000	Other Items of Expense				
972000	Other				
973000	Debt Service				
983000	Court Construction				
990000	Distributed Administration & Allocation				
Net Revenue (Expense)		-	-	-	-

Proposed Project		Amount	Amount	Amount	Amount
GL Account	Description	Amount	Amount	Amount	Amount
N/A	Dedicated Revenue Stream (if applicable)				
900000	Salaries				
910000	Staff Benefits				
920001	General Expense				
924000	Printing				
925000	Telecommunications				
926000	Postage				
928000	Insurance				
929000	Travel in State				
931000	Travel Out of State				
933000	Training				
934000	Security				
935000	Facilities Operations				
936000	Utilities				
938000	Contracted Services				
940000	Consulting and Professional Services - County Provided				
943000	Information Technology (IT)				
945000	Major Equipment				
950000	Other Items of Expense				
972000	Other				
973000	Debt Service				
983000	Court Construction				
990000	Distributed Administration & Allocation				
Net Revenue (Expense)		-	-	-	-

Cumulative Cost Savings	-	-	-	-
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If a cost efficiency, please provide cost comparison

Status Quo		Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼
GL Account	Description	Amount	Amount	Amount
N/A	Dedicated Revenue Stream (if applicable)			
900000	Salaries			
910000	Staff Benefits			
920001	General Expense			
924000	Printing			
925000	Telecommunications			
926000	Postage			
928000	Insurance			
929000	Travel in State			
931000	Travel Out of State			
933000	Training			
934000	Security			
935000	Facilities Operations			
936000	Utilities			
938000	Contracted Services			
940000	Consulting and Professional Services - County Provided			
943000	Information Technology (IT)			
945000	Major Equipment			
950000	Other Items of Expense			
972000	Other			
973000	Debt Service			
983000	Court Construction			
990000	Distributed Administration & Allocation			
Net Revenue (Expense)		-	-	-

Proposed Project		Amount	Amount	Amount
GL Account	Description	Amount	Amount	Amount
N/A	Dedicated Revenue Stream (if applicable)			
900000	Salaries			
910000	Staff Benefits			
920001	General Expense			
924000	Printing			
925000	Telecommunications			
926000	Postage			
928000	Insurance			
929000	Travel in State			
931000	Travel Out of State			
933000	Training			
934000	Security			
935000	Facilities Operations			
936000	Utilities			
938000	Contracted Services			
940000	Consulting and Professional Services - County Provided			
943000	Information Technology (IT)			
945000	Major Equipment			
950000	Other Items of Expense			
972000	Other			
973000	Debt Service			
983000	Court Construction			
990000	Distributed Administration & Allocation			
Net Revenue (Expense)		-	-	-

Cumulative Cost Savings	-		
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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	863,126	54,958	-					918,084
Revenues	8,771,663	550,351	393,849					9,715,863
Expenditures	8,567,989	496,208	393,849					9,458,046
Operating Transfers In (Out)	(9,954)	9,954						-
Ending Fund Balance	1,056,846	119,055	-	-	-	-	-	1,175,901

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

FY 2018-19	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance	(420,273)	-	-					(420,273)
Revenues	8,676,161	541,473	458,250					9,675,884
Expenditures	8,219,040	550,597	458,250					9,227,887
Operating Transfers In (Out)	(9,125)	9,125						-
Ending Fund Balance	27,723	1	-	-	-	-	-	27,724

Current detailed budget projection on court's behalf

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - 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)	1,421,800	31,254	-	-	-	-	-	1,453,054
Ending Balance (Deficit)	1,421,800	31,254	-	-	-	-	-	1,453,054

Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - 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)	1,421,800	31,254	-	-	-	-	-	1,453,054
Ending Balance (Deficit)	1,421,800	31,254	-	-	-	-	-	1,453,054

Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - 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)	1,421,800	31,254	-	-	-	-	-	1,453,054
Ending Balance (Deficit)	1,421,800	31,254	-	-	-	-	-	1,453,054

Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - 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)	1,421,800	31,254	-	-	-	-	-	1,453,054
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Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - 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)	1,421,800	31,254	-	-	-	-	-	1,453,054
Ending Balance (Deficit)	1,421,800	31,254	-	-	-	-	-	1,453,054

Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - 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)	1,421,800	31,254	-	-	-	-	-	1,453,054
Ending Balance (Deficit)	1,421,800	31,254	-	-	-	-	-	1,453,054

Current detailed budget projection:

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Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - 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)	1,421,800	31,254	-	-	-	-	-	1,453,054
Ending Balance (Deficit)	1,421,800	31,254	-	-	-	-	-	1,453,054

Application for TCTF Funds Held on Behalf of the Court

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

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GL Account	Description	
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931000	Travel Out of State	
933000	Training	
934000	Security	
935000	Facilities Operations	
936000	Utilities	
938000	Contracted Services	300,000
940000	Consulting and Professional Services - County Provided	
943000	Information Technology (IT)	
945000	Major Equipment	
950000	Other Items of Expense	
972000	Other	
973000	Debt Service	
983000	Court Construction	
990000	Distributed Administration & Allocation	
Total		300,000

Customer: El Dorado Superior Court
 Amber Brazeal, Fiscal Services Supervisor
 El Dorado Superior Court
 2850 Fairlane Court, Suite 110
 Placerville, CA 95667
 Office - (530) 621-7452
abrazeal@eldoradocourt.org



Date: June 13, 2022
 Valid Until: August 12, 2022

Project Description: Closed Case Files
 Pick up file boxes from the Court
 Prepare and Scan 9,039 boxes of Closed Case Files
 Scan approximately 22,135,740 images
 Index the cases by Case Number 361,560 files
 Document destruct after project completion of 9,039 boxes of Case Files
 Deliver multipage PDF for upload into JTI eCourt
 Unknown (SoftFile pre-pick up prep, if needed)

SoftFile
 209 Commerce Circle
 Sacramento, CA 95814

Description	Est. Quantity	Price	Unit	Line Total
DOCUMENT PREPARATION (5 HOURS PER BOX) NO BACK PREP	36,156	\$ 21.00	Hour	\$ 759,276.00
DOCUMENT SCANNING - 11 X 17 AND SMALLER @ 200 DPI B/W PDF FORMAT	22,135,740	\$ 0.048	Image	\$ 1,062,515.52
DATA ENTRY PER RECORD - CASE NUMBER	361,560	\$ 0.10	Each	\$ 36,156.00
BOX PICKUP	9,039	\$ 4.00	Trip	\$ 36,156.00
PRE PICKUP PREPARATION		\$ 40.00	Hour	
DOCUMENT DESTRUCTION	9,039	\$ 5.00	Box	\$ 45,195.00
PICK UP OF RECORDS - BOXED (0-100 miles)	28	\$ 250.00	Trip	\$ 7,000.00

Special Notes and Instructions
 Court will provide data file with case name and case number for barcode coversheet creation.

Subtotal	1,946,298.52
10% Savings	\$ 194,629.85
Total	1,751,668.67

Above information is not an invoice. The quantities listed are only an estimate for budgetary purposes.

EXHIBIT 7

PARTICIPATING ADDENDUM

- (1) This Participating Addendum is made and entered into as of **11/30/2021** (“Participating Addendum Effective Date”) by and between the **El Dorado County Superior Court** (“JBE”) and **Altec Systems Inc. dba SoftFile** (“Contractor”) pursuant to the Master Agreement # 202007 (“Master Agreement”) dated **October 1, 2020** between the Judicial **Council of California** (“Establishing JBE”) and Contractor. Unless otherwise specifically defined in this Participating Addendum, each capitalized term used in this Participating Addendum shall have the meaning set forth in the Master Agreement.
- (2) This Participating Addendum constitutes and shall be construed as a separate, independent contract between Contractor and the JBE, subject to the following: (i) this Participating Addendum shall be governed by the Master Agreement, and the terms in the Master Agreement are hereby incorporated into this Participating Addendum; (ii) the Participating Addendum (including any purchase order documents pursuant to the Participating Addendum) may not alter or conflict with the terms of the Master Agreement, or exceed the scope of the Work provided for in the Master Agreement; and (iii) the term of the Participating Addendum may not extend beyond the expiration date of the Master Agreement. The Participating Addendum and the Master Agreement shall take precedence over any terms and conditions included on Contractor’s invoice or similar document.
- (3) Under this Participating Addendum, the JBE may, at its option, order Contractor’s Work by attaching and incorporating a Statement of Work and any other necessary ordering documents. The JBE’s Statement of Work will be substantially similar to the model Statement of Work set forth in Exhibit 4 of the Master Agreement. The ordering documents, including the Statement of Work, are subject to the following: such documents are subject to and governed by the terms of the Master Agreement and the Participating Addendum, and any term in the ordering documents that conflicts with or alters any term of the Master Agreement (or the Participating Addendum) or exceeds the scope of the Work provided for in the Master Agreement, will not be deemed part of the contract between Contractor and JBE. Subject to the foregoing, this Participating Addendum shall be deemed to include such ordering documents.
- (4) The JBE is solely responsible for the acceptance of and payment for the Work under this Participating Addendum. The JBE shall be solely responsible for its obligations and any breach of its obligations. Any breach of obligations by the JBE shall not be deemed a breach by the Establishing JBE or any other Participating Entity. The Establishing JBE shall have no liability or responsibility of any type related to: (i) the JBE’s use of or procurement through the Master Agreement (including this Participating Addendum), or (ii) the JBE’s business relationship with Contractor. The Establishing JBE makes no guarantees, representations, or warranties to any Participating Entity.
- (5) Pricing for the Work shall be in accordance with the prices set forth in the Master Agreement.

- (6) The term of this Participating Addendum shall be from the Effective Date until: **June 30 2024**. – *may not exceed the Expiration Date of the Master Agreement*].
- (7) The JBE hereby orders, and Contractor hereby agrees to provide, the following Work as set forth in the attached Statement of Work, and pursuant to the Master Agreement.
- (8) Notices regarding this Participating Addendum must be sent to the following address and recipient:

If to Contractor:	If to the JBE:
<u>[name, title, address]</u> Kent Hayes President SoftFile 209 Commerce Circle Sacramento CA 95815	<u>[name, title, address]</u> Tania Ugrin-Capobianco CEO Superior Court of California, County of El Dorado 2850 Fairlane Court, Suite 120 Placerville, CA 95667
<u>With a copy to:</u> Russ Nelson Business Development Director SoftFile 209 Commerce Circle Sacramento CA 95815	<u>With a copy to:</u> Joshua Souza Chief Information Officer Superior Court of California, County of El Dorado 2850 Fairlane Court, Suite 120

Either party may change its address for Notices by giving the other party Notice of the new address in accordance with this section. Notices will be considered to have been given at the time of actual delivery in person, three (3) days after deposit in the mail as set forth above, or one (1) day after delivery to an overnight air courier service.

Invoices shall be sent to the following address and recipient:

El Dorado Superior Court
Accounts Payable
2850 Fairlane Court, Suite 110
Placerville, CA 95667

- (9) This Participating Addendum and the incorporated documents and provisions (including the terms of the Master Agreement) constitute the entire agreement between the parties and supersede any and all prior understandings and agreements, oral or written, relating to the subject matter of this Participating Addendum.

IN WITNESS WHEREOF, the JBE and Contractor have caused this Participating Addendum to be executed on the Participating Addendum Effective Date.

[JBE]

By: 

Name: Tania Ugrin-Capobianco

Title: CEO

[CONTRACTOR]

By: 

Name: Kent Hayes

Title: President



MASTER AGREEMENT

AGREEMENT NUMBER
MA-202007
TAXPAYER IDENTIFICATION NUMBER
68-0169624

1. In this Master Agreement ("Agreement"), the term "Contractor" refers to **Altec Systems Inc. dba SoftFile**, and the term "Establishing Judicial Branch Entity" or "Establishing JBE" refers to the **Judicial Council of California**. This Agreement is entered into between Contractor and the Establishing JBE for the benefit of the Participating Entities identified in Exhibit 1 (Definitions). The Establishing JBE and the Participating Entities are collectively referred to as "Judicial Branch Entities" or "JBEs" and individually as "JBE".
2. The initial term of this Agreement is effective as of **October 1, 2020** ("Effective Date") and expires on **October 1, 2025** ("Expiration Date").
This Agreement includes three (3) 1-year options to extend through **October 1, 2028**.
3. The title of this Agreement is: **Master Agreement: Digitizing Judicial Branch Records**

The title listed above is for administrative reference only and does not define, limit, or construe the scope or extent of this Agreement.

4. The parties agree that this Agreement, made up of this coversheet, the Exhibits listed below, and any attachments, contains the parties' entire understanding related to the subject matter of this Agreement, and supersedes all previous proposals, both oral and written, negotiations, representations, commitments, writing and all other communications between the parties.

Exhibit 1 – Definitions Exhibit 2 – Background and Purpose Exhibit 3 – General Terms and Conditions Exhibit 4 – Statement of Work Exhibit 5 – Acceptance and Sign-Off Form	Exhibit 6 – Fees, Pricing and Payment Terms Exhibit 7 – Participating Addendum Exhibit 8 – Unruh and FEHA Certification
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ESTABLISHING JBE'S SIGNATURE	CONTRACTOR'S SIGNATURE
Judicial Council of California	Altec Systems Inc. dba SoftFile
BY (Authorized Signature) <i>Tracy Matthews</i>	BY (Authorized Signature) <i>Kent Hayes</i>
PRINTED NAME AND TITLE OF PERSON SIGNING Tracy Matthews Contracts Supervisor	PRINTED NAME AND TITLE OF PERSON SIGNING Kent Hayes President
DATE EXECUTED 09/24/2020	DATE EXECUTED <i>9/24/2020</i>
ADDRESS 2850 Gateway Oaks Dr., Suite 300 Sacramento, CA 95833-4348	ADDRESS 209 Commerce Cir. Sacramento, CA 95815

EXHIBIT 6

FEES, PRICING AND PAYMENT TERMS

1. Fees.

The following table sets forth the costs associated with the Tasks corresponding to the Work that Contractor will perform during the Initial Term and any Option Term under the Agreement as required by and for the Participating Entity. The table also includes Contractor's comments regarding each Task. Contractor submitted versions of these comments as part of its proposal for the underlying solicitation, "Digitizing Judicial Branch Records, (TCAS-2020-03-MS)," to this Agreement. In the event Contractor's comments directly conflict with the terms of Exhibits 1-3, 5, and 7-8 of the Agreement, the terms of that Exhibit will control. All Tasks in Exhibit 4, Statement of Work, not otherwise set forth in the Tasks and Task Description columns in the following table, but which support and are necessary for the performance of the Tasks in this table, are included in the prices in the "Cost" column.

	Standard Processing Costs Tasks	Task Description	Cost Factor	Cost	Volume Discounts/Tiers	Contractor's Comments
1.1	Records Imaging Services— Onsite	Cost of onsite standard imaging services, scanning, or otherwise developing digital images from non-digital sources (imaging) for judicial branch entity (JBE) records. Digital files delivered to the Participating Entity shall be compatible with the Participating Entity's case management system (CMS), document management system (DMS), or other digital storage repository, and include an associated index of metadata for import and retrieval purposes.	Per image	\$ 0.08	5 million images - 5% discount; 10 million images - 10% discount	
1.2	Records Imaging Services— Offsite	Cost of offsite standard imaging services for JBE documents. Digital files delivered to the Participating Entity shall be compatible with its's CMS, DMS, or other digital storage repository, and include an associated index of metadata for import and retrieval purposes.	Per image	\$0.048	5 million images - 5% discount; 10 million images - 10% discount	

Digitizing Judicial Branch Records
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1.3	Records Imaging Services excluding indexing—Onsite	Cost of onsite standard imaging services, scanning, or otherwise developing digital images from non-digital sources (imaging) for JBE records. Digital files delivered to the Participating Entity shall be compatible with the Participating Entity's CMS, DMS, or other digital storage repository, not including an associated index of metadata for import and retrieval purposes.	Per image	\$ 0.06	5 million images - 5% discount; 10 million images - 10% discount	
1.4	Records Imaging Services excluding indexing—Offsite	Cost of offsite standard imaging services for JBE documents. Digital files delivered to the Participating Entity shall be compatible with the Participating Entity's CMS, DMS, or other digital storage repository, not including an associated index of metadata for import and retrieval purposes.	Per image	\$0.038	5 million images - 5% discount; 10 million images - 10% discount	
Cost for Additional Tasks: if not included in the standard scanning and digitizing cost, above:		Task Description	Cost Factor	Cost	Volume Discounts/ Tiers	Contractor's Comments
2.1	Pickup of records from site—palletized	Cost to pick up palletized, labeled, and indexed bankers boxes containing records for imaging from JBE-designated location.	Per pallet	\$75.00		minimum pickup charge: 0 - 100 miles from facility: \$250 ; 101- 300 miles: \$500 ; over 301 miles: \$750
2.2	Pickup of records from site—boxed	Cost to pick up labeled and indexed bankers boxes from the JBE storage location.	Per box	\$ 4.00		minimum pickup charge: 0 - 100 miles from facility: \$250 ; 101- 300 miles: \$500 ; over 301 miles: \$750

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2.3	Pre-pickup preparation	Cost to perform pre-production preparation and packing of documents for imaging for transfer to the vendor's work site (includes indexing the files being packed).	Per hour	\$40.00		
2.4	Document preparation	Prepare documents for scanning and digitizing by removing staples and other bindings, and by inspecting and repairing pages as needed.	Per hour	\$21.00		
2.5	Store and maintain records during production phase	Cost to store and maintain files in a climate-controlled, secure storage space with fire and burglar alarm protections until the JBE has reviewed the imaged and digitized documents for quality control purposes.	Per box per month	\$ 1.00		First 90 days after delivery - no charge
2.6	Records destructions post delivery	Cost to destroy documents (e.g., shredding) at the vendor's location.	Per box	\$ 5.00		
2.7	Special handling	Cost of imaging fragile documents or other categories of documents that require special processing.	Per image	\$0.00		
2.8	Unique sizes or document types	Cost for imaging documents of a unique size or shape, or otherwise not susceptible to being scanned.	Per image	\$0.00		
2.9	Confidential records	Cost for imaging confidential records.	Per image	\$0.00		
2.10	Pocket and file folders	Cost for imaging pocket file folders and file folders with printing on the front and/or back or on the inside and/or outside.	Per image	\$0.00		
2.11	Fingerprint cards	Cost for digitizing Fingerprint Forms	Per image	\$ 0.35		Scanned at 600 DPI. No Charge if scanned as part of the paper file

2.12	OCR	Cost for performing optical character recognition (OCR) on the applicable record being imaged so that the digitized file can be electronically edited within a JBE's CMS, DMS, or other digital storage repository.	Per image	\$0.008	5 million images - 5% discount; 10 million images - 10% discount	
2.13	Color Imaging	Cost of imaging records in color.	Per image	\$0.00		
2.15	Microfiche	Cost to image microfiche.	Per jacket	\$ 4.00		
2.16	Microfilm	Cost to image microfilm.	Per roll	\$25.00		
2.17	Bound books	Cost to image books bound.	Per page	\$ 0.60		
2.18	Unbound books	Cost to image books unbound.	Per page	\$ 0.25		
2.19	Storage medium other than paper	Cost to image non-paper records.	Per image	\$ 0.10		
2.20	Empty boxes	Return empty boxes to JBE for reuse.	Fee	\$ 0.00		No charge if at time of pickup. \$2.00 per box if delivery does not include a pickup
2.21	Indexing—Onsite	Include an associated index of metadata for import and retrieval purposes	Per discrete metadata field per document ¹	\$ 0.15	.15 per field; number of images per document is unlimited	
2.22	Indexing—Offsite	Include an associated index of metadata for import and retrieval purposes	Per discrete metadata field per document ¹	\$ 0.10	.10 per field; number of images per document is unlimited	
<p>(1) For example, if the JBE requires 3 metadata fields for indexing: casenumber.firstname.lastname then the cost for indexing 5 documents would be: Cost * 3 * 5</p>						

2. Payment Terms.

A. Invoice Procedures. After the Participating Entity has accepted Tasks and Work, Contractor will send one original and two copies of a correct, itemized invoice for the accepted Tasks and Work to "Accounts Payable," at the address indicated in the applicable Participating Addendum. Invoices shall reference the Agreement and Participating Addendum Numbers as applicable.

Submitted invoices are to be in accordance with Exhibit 5 (Acceptance and Sign-Off Form).

Invoices are to be submitted in arrears for the services provided and within thirty (30) days of the accepted Work. Billing shall cover services not previously invoiced. JBEs will not pay in advance for (i) services, Deliverables, or Work.

B. Invoice Submittals. Invoices must be submitted by mail to the location specified by the Participating Entity (unless the Participating Entity specifies another delivery method, e.g. electronic delivery).

C. Invoice Instructions. Contractor will print each invoice on Contractor's standard printed bill form, and each invoice will include at least (i) the Agreement number, (ii) a unique invoice number, (iii) Contractor's name and address, (iv) the nature of the invoiced charge, (v) the total invoiced amount, and (vi) all other details the Participating Entity considers reasonably necessary to permit the Participating Entity to evaluate the Tasks performed and the Work delivered, including the number of hours worked and the applicable hourly rate. If requested, Contractor will promptly correct any inaccuracy and resubmit the invoice.

D. Invoice Details. Contractor will submit invoices to the Participating Entity. Each invoice will have a number and will include the following information:

- a) Agreement and/or Participating Addendum number;
- b) Task request date, if applicable;
- c) detailed description of Task(s), including the following information:
 - i. location where Task(s) were performed;
 - ii. description of Task(s) performed;
- d) hours billed;
- e) hourly billing rate;
- f) list of Materials used, with pricing;
- g) date of Task completion;
- h) name and address of contractor;
- i) Contractor's federal taxpayer identification number.

Contractor will include all back up documentation and receipts for material costs, associated with each invoice.

E. Required Certification. Contractor must include with any request for reimbursement from the Participating Entity a certification that Contractor is not seeking reimbursement for costs incurred to assist, promote, or deter union organizing. If Contractor incurs costs or makes expenditures to assist, promote or deter union organizing, Contractor will maintain records sufficient to show that no reimbursement from the Participating Entity was sought for these costs, and Contractor will provide those records to the Attorney General upon request.

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F. Method of Payment. Unless determined to be otherwise by the Participating Entity, the method of payment to the Contractor will be monthly in arrears, upon submission of a valid invoice as set forth in subsections A through E in this Section 2.

END OF EXHIBIT 6

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

The court's FY 2022-23 proposed budget includes lease expenditures for the court storage unit and reimbursable lease expenditures for one location but does not include the amount requested through the 2022-23 Modernization Grant as it has not been awarded to date.

While these proposed Funds Held on Behalf will not be sufficient to complete the effort, it will go a long way toward mitigating the sheer number of boxes to be moved into the new courthouse. It will also reduce the need to accommodate storage within the new courthouse for these files while awaiting digitization.

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 digitization project will significantly enhance efficiency in timely access to records and decreased staff travel time, especially during the court construction period of occupying three separate locations. The ability to access records from all locations in real-time, will increase the overall speed and efficiency of court services.

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

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

The court realized an unanticipated fund balance due to position vacancies. If this request is not approved, the court would be unable to utilize unspent fund balance from FY2021-22 towards the digitization project. Court efficiency, and preparation for the move back into the courthouse will be negatively impacted.

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

To the degree records were not accessible through the digitization project, there would be a potential impact to the public of the continued coordination of physical records between three separate court locations throughout the county.

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 funds in the TCTF is the preferred option at this time in order to utilize unspent fund balance from FY2021-22 and support timely access to justice.

SECTION IV: FINANCIAL INFORMATION

If a cost efficiency, please provide cost comparison

Status Quo		Select Fiscal Year ▼			
GL Account	Description	Amount	Amount	Amount	Amount
N/A	Dedicated Revenue Stream (if applicable)				
900000	Salaries				
910000	Staff Benefits				
920001	General Expense				
924000	Printing				
925000	Telecommunications				
926000	Postage				
928000	Insurance				
929000	Travel in State				
931000	Travel Out of State				
933000	Training				
934000	Security				
935000	Facilities Operations				
936000	Utilities				
938000	Contracted Services				
940000	Consulting and Professional Services - County Provided				
943000	Information Technology (IT)				
945000	Major Equipment				
950000	Other Items of Expense				
972000	Other				
973000	Debt Service				
983000	Court Construction				
990000	Distributed Administration & Allocation				
Net Revenue (Expense)		-	-	-	-

Proposed Project		Amount	Amount	Amount	Amount
GL Account	Description	Amount	Amount	Amount	Amount
N/A	Dedicated Revenue Stream (if applicable)				
900000	Salaries				
910000	Staff Benefits				
920001	General Expense				
924000	Printing				
925000	Telecommunications				
926000	Postage				
928000	Insurance				
929000	Travel in State				
931000	Travel Out of State				
933000	Training				
934000	Security				
935000	Facilities Operations				
936000	Utilities				
938000	Contracted Services				
940000	Consulting and Professional Services - County Provided				
943000	Information Technology (IT)				
945000	Major Equipment				
950000	Other Items of Expense				
972000	Other				
973000	Debt Service				
983000	Court Construction				
990000	Distributed Administration & Allocation				
Net Revenue (Expense)		-	-	-	-

Cumulative Cost Savings	-	-	-	-
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If a cost efficiency, please provide cost comparison

Status Quo		Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼
GL Account	Description	Amount	Amount	Amount
N/A	Dedicated Revenue Stream (if applicable)			
900000	Salaries			
910000	Staff Benefits			
920001	General Expense			
924000	Printing			
925000	Telecommunications			
926000	Postage			
928000	Insurance			
929000	Travel in State			
931000	Travel Out of State			
933000	Training			
934000	Security			
935000	Facilities Operations			
936000	Utilities			
938000	Contracted Services			
940000	Consulting and Professional Services - County Provided			
943000	Information Technology (IT)			
945000	Major Equipment			
950000	Other Items of Expense			
972000	Other			
973000	Debt Service			
983000	Court Construction			
990000	Distributed Administration & Allocation			
Net Revenue (Expense)		-	-	-

Proposed Project		Amount	Amount	Amount
GL Account	Description	Amount	Amount	Amount
N/A	Dedicated Revenue Stream (if applicable)			
900000	Salaries			
910000	Staff Benefits			
920001	General Expense			
924000	Printing			
925000	Telecommunications			
926000	Postage			
928000	Insurance			
929000	Travel in State			
931000	Travel Out of State			
933000	Training			
934000	Security			
935000	Facilities Operations			
936000	Utilities			
938000	Contracted Services			
940000	Consulting and Professional Services - County Provided			
943000	Information Technology (IT)			
945000	Major Equipment			
950000	Other Items of Expense			
972000	Other			
973000	Debt Service			
983000	Court Construction			
990000	Distributed Administration & Allocation			
Net Revenue (Expense)		-	-	-

Cumulative Cost Savings	-		
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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	65,981	80,607						146,588
Revenues	2,734,961	292,698	154,640	132,509				3,314,808
Expenditures	2,597,247	327,085	180,053	132,509				3,236,894
Operating Transfers In (Out)	(82,576)	57,163	25,413					-
Ending Fund Balance	121,119	103,383	-	-	-	-	-	224,502

FY 2020-21	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance	121,030	103,382						224,412
Revenues	2,872,387	325,552	171,824	125,892				3,495,655
Expenditures	2,797,818	305,706	172,871	125,892				3,402,287
Operating Transfers In (Out)	(1,047)		1,047					-
Ending Fund Balance	194,552	123,228	-	-	-	-	-	317,780

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

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

	FY 2021-22		FUNDS					
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources	2,630,088	413,283	270,948	119,933				3,434,252
Grants	378,583							378,583
Other Financing Sources	32,763							32,763
TOTAL REVENUES	3,041,434	413,283	270,948	119,933	-	-	-	3,845,598
EXPENDITURES								
Salaries	924,742	188,506	17,113					1,130,361
Staff Benefits	1,113,079	112,283	3,403					1,228,765
General Expense	117,285	9,298	74					126,657
Printing	12,465							12,465
Telecommunications	33,412	2,986	58					36,456
Postage	2,614	518						3,132
Insurance	1,837							1,837
Travel in State	6,483							6,483
Travel Out of State	-							-
Training	426							426
Security	2,874	570						3,444
Facilities Operations	7,341			119,933				127,274
Utilities	16,602							16,602
Contracted Services	486,733	1,728	138,204					626,665
Consulting and Professional Services - County Provided	3,330		122,692					126,022
Information Technology (IT)	153,285	18,951	20,612					192,848
Major Equipment	-							-
Other Items of Expense	1,305							1,305
Juror Costs	6,874							6,874
Other	-							-
Debt Service	-							-
Court Construction	-							-
Distributed Administration & Allocation	(63,406)	60,143	3,262					(1)
Prior Year Expense Adjustment	5,722	20						5,742
TOTAL EXPENDITURES	2,833,003	395,003	305,418	119,933	-	-	-	3,653,357
Operating Transfers In (Out)	(34,470)		34,470					-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	194,552	123,228						317,780
Ending Balance (Deficit)	368,513	141,508	-	-	-	-	-	510,021

Current detailed budget projection on behalf of the Court

	FY 2022-23		FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	
REVENUES									
State Financing Sources	2,630,088	413,283	270,948	119,933				3,434,252	
Grants	378,583							378,583	
Other Financing Sources	-							-	
TOTAL REVENUES	3,008,671	413,283	270,948	119,933	-	-	-	3,812,835	
EXPENDITURES									
Salaries	1,094,790	200,000	17,113					1,311,903	
Staff Benefits	1,150,000	125,000	3,403					1,278,403	
General Expense	117,285	9,298	74					126,657	
Printing	12,465							12,465	
Telecommunications	33,412	2,986	58					36,456	
Postage	2,614	518						3,132	
Insurance	1,837							1,837	
Travel in State	6,483							6,483	
Travel Out of State	-							-	
Training	426							426	
Security	2,874	570						3,444	
Facilities Operations	7,341			119,933				127,274	
Utilities	16,602							16,602	
Contracted Services	486,733	1,728	138,204					626,665	
Consulting and Professional Services - County Provided	3,330		122,692					126,022	
Information Technology (IT)	153,285	18,951	20,612					192,848	
Major Equipment	-							-	
Other Items of Expense	1,305							1,305	
Juror Costs	6,874							6,874	
Other	-							-	
Debt Service	-							-	
Court Construction	-							-	
Distributed Administration & Allocation	(63,406)	60,143	3,262					(1)	
Prior Year Expense Adjustment								-	
TOTAL EXPENDITURES	3,034,250	419,194	305,418	119,933	-	-	-	3,878,795	
Operating Transfers In (Out)	(34,470)		34,470					-	
Fund Balance (Deficit)									
Beginning Balance (Deficit)	368,513	141,508	-	-	-	-	-	510,021	
Ending Balance (Deficit)	308,464	135,597	-	-	-	-	-	444,061	

Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - 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)	308,464	135,597	-	-	-	-	-	444,061
Ending Balance (Deficit)	308,464	135,597	-	-	-	-	-	444,061

Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - 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)	308,464	135,597	-	-	-	-	-	444,061
Ending Balance (Deficit)	308,464	135,597	-	-	-	-	-	444,061

Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - 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)	308,464	135,597	-	-	-	-	-	444,061
Ending Balance (Deficit)	308,464	135,597	-	-	-	-	-	444,061

Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - 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)	308,464	135,597	-	-	-	-	-	444,061
Ending Balance (Deficit)	308,464	135,597	-	-	-	-	-	444,061

Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - 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)	308,464	135,597	-	-	-	-	-	444,061
Ending Balance (Deficit)	308,464	135,597	-	-	-	-	-	444,061

Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - 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)	308,464	135,597	-	-	-	-	-	444,061
Ending Balance (Deficit)	308,464	135,597	-	-	-	-	-	444,061

Application for TCTF Funds Held on Behalf of the Court

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

Expenses Category		Amount
GL Account	Description	
900000	Salaries	
910000	Staff Benefits	
920001	General Expense	
924000	Printing	
925000	Telecommunications	
926000	Postage	
928000	Insurance	
929000	Travel in State	
931000	Travel Out of State	
933000	Training	
934000	Security	
935000	Facilities Operations	
936000	Utilities	
938000	Contracted Services	111,000
940000	Consulting and Professional Services - County Provided	
943000	Information Technology (IT)	
945000	Major Equipment	
950000	Other Items of Expense	
972000	Other	
973000	Debt Service	
983000	Court Construction	
990000	Distributed Administration & Allocation	
Total		111,000

APPLICATION FOR TCTF FUNDS HELD ON BEHALF OF THE COURT

Please check the type of request:		
<input checked="" type="checkbox"/> NEW REQUEST <i>(Complete Section I, III, and IV only.)</i> <input type="checkbox"/> AMENDED REQUEST <i>(Complete Sections I through IV.)</i>		
SECTION I: GENERAL INFORMATION		
SUPERIOR COURT: Kings	PERSON AUTHORIZING REQUEST <i>(Presiding Judge or Court Executive Officer):</i> Nocona Soboleski, CEO	
	CONTACT PERSON AND CONTACT INFO: nsoboleski@kings.courts.ca.gov	
DATE OF SUBMISSION: 9/19/2022	TIME PERIOD COVERED BY THE REQUEST, INCLUDING CONTRIBUTION AND EXPENDITURE: 2 YEARS-22/23 THRU 23/24	REQUESTED AMOUNT: \$629,230
REASON FOR REQUEST <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>		
<ol style="list-style-type: none"> The Court is requesting that the Judicial Council of California hold TCTF funds on the Court's behalf, in the sum of \$392,882. This amount would fund costs associated with replacement of the Court's "end of life" [EOL], IT-related equipment in the Data Center. A Data Center Refresh is necessary to ensure IT servers are reliable and operating at optimal levels, which prevent infrastructure system failures that are commonly associated with antiquated equipment, including hardware malfunctions. Additionally, modern equipment has been designed to be more powerful and energy-efficient than previous systems, which could lead to consolidation of the Court's infrastructure should fewer items of equipment be necessary – a <u>cost-savings</u> to the Court. The Court is requesting that the Judicial Council of California hold TCTF funds on the Court's behalf, in the sum of \$236,348. This amount would fund costs associated with a Surveillance System Refresh, [Replacement of Court Pelco DSSRV Camera System and upgrade to VideoXpert]. Existing equipment is outdated, and many service/repair work orders have been submitted through CAFM for problem cameras, workstations crashing, and finding and recording footage of criminal activity. A Refresh is necessary for the Court to take advantage of advanced surveillance system technologies that are reliable and can support the addition of further surveillance equipment that will be installed during construction of Department 11 & 12 Courtrooms and adjacent lobby areas. A Refresh is also an opportunity to address other potential issues that are present in the existing security system. 		
NOTE: The total amount of these projects combined exceed the requested amount. The difference will be paid from our Operating Fund.		
SECTION II: AMENDED REQUEST CHANGES		
<ol style="list-style-type: none"> Identify sections and answers amended. Provide a summary of the changes to the request. 		
SECTION III: TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE		
<ol style="list-style-type: none"> Explain why the request does not fit within the Court's annual operational budget process and the three-year encumbrance term. 		

This project will be completed in conjunction with the Judicial Council Facilities group. The planning and project completion will take at least two years and we are unable to encumber money with the Judicial Council. The Court will use the Court Funded Request (CFR) with Judicial Council Facilities each year to keep the project moving forward.

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. Data Center Refresh** – Accomplishing the Refresh will ensure this Court's budget is not further expended maintaining aging servers and hardware. The Court could redirect a portion of its budget toward evaluation of software license inventory and/or upgrade workflows. Modern equipment is associated with energy efficiency and most importantly, counteracting potential downtime and costs associated with system failures, which directly affect and possibly interfere with a variety of Court operations, services and programs.
- 2. Surveillance System Refresh** – Accomplishing the Refresh will ensure the Judicial Council of California is not further expending their facilities budget on servicing, repairing or replacing outdated surveillance system equipment. The Refresh is necessary because the existing head end equipment cannot support any further additions or improvements. In July 2021, the Sheriff took over entrance security screening responsibilities and has requested camera access by Bailiffs working inside courtrooms to view the courthouse entrance, main lobby and neighboring courtrooms. Additionally, the Court is planning to begin construction of two courtrooms in year 2024 and that project includes the addition of requisite security cameras. A Refresh is vital for the successful management of the daily surveillance system responsibilities shared by the Court and the Sheriff in safely monitoring and maintaining Court operations and more importantly, Sheriff Detention/Custodial operations where safety and security of personnel is priority.

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.

- 1. Data Center Refresh** - The requested amount of \$392,882, to accomplish the Refresh would ensure this Court does not experience imminent or actual system failure that impedes or worse yet, terminates the Court's ability to provide a variety of services and affects operations or other programs.
- 2. Surveillance System Refresh** - The requested amount of \$236,348, to accomplish the Refresh is tied directly to the safety and security of every individual that visits or works inside the Courthouse. The Court has experienced the frustrating reality of operating an unreliable system that in times of need, failed the Court and/or law enforcement agencies requesting footage for criminal activities.

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

- 1. Data Center Refresh** - The requested amount of \$392882, to accomplish the Refresh would ensure this Court does not experience imminent or actual system failure that impedes or worse yet, terminates the Court's ability to provide a variety of public services and affects operations or other public accessible programs.
- 2. Surveillance System Refresh** - The requested amount of \$236,348, to accomplish the Refresh is tied directly to the safety and security of every individual that visits or works inside the Courthouse. The Court has experienced the frustrating reality of operating an unreliable system that in times of need, failed the Court and/or law enforcement agencies requesting footage for criminal activities.

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

Requesting the Judicial Council of California hold this funding in the Trial Court Trust Fund is the only option.

- 1.** The Court needs to acquire bids and engage in the RFP process for the data center refresh. Holding back part of the funding in this fiscal year will allow us to use two years of the Court's budget to finance this project.
- 2.** The Court would like to update the security surveillance system to the latest technology in conjunction with the camera requirements expected during the construction of two additional courtrooms. This project will not be completed until FY 23/24, and it is projected during that time that the state will be in a recession and unable to fund the construction project from the Court's budget.

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 Table Attached.

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

See Table Attached.

If a cost efficiency, please provide cost comparison

Status Quo		Select Fiscal Year ▼			
GL Account	Description	Amount	Amount	Amount	Amount
N/A	Dedicated Revenue Stream (if applicable)				
900000	Salaries				
910000	Staff Benefits				
920001	General Expense				
924000	Printing				
925000	Telecommunications				
926000	Postage				
928000	Insurance				
929000	Travel in State				
931000	Travel Out of State				
933000	Training				
934000	Security				
935000	Facilities Operations				
936000	Utilities				
938000	Contracted Services				
940000	Consulting and Professional Services - County Provided				
943000	Information Technology (IT)				
945000	Major Equipment				
950000	Other Items of Expense				
972000	Other				
973000	Debt Service				
983000	Court Construction				
990000	Distributed Administration & Allocation				
Net Revenue (Expense)		-	-	-	-

Proposed Project		Amount	Amount	Amount	Amount
GL Account	Description	Amount	Amount	Amount	Amount
N/A	Dedicated Revenue Stream (if applicable)				
900000	Salaries				
910000	Staff Benefits				
920001	General Expense				
924000	Printing				
925000	Telecommunications				
926000	Postage				
928000	Insurance				
929000	Travel in State				
931000	Travel Out of State				
933000	Training				
934000	Security				
935000	Facilities Operations				
936000	Utilities				
938000	Contracted Services				
940000	Consulting and Professional Services - County Provided				
943000	Information Technology (IT)				
945000	Major Equipment				
950000	Other Items of Expense				
972000	Other				
973000	Debt Service				
983000	Court Construction				
990000	Distributed Administration & Allocation				
Net Revenue (Expense)		-	-	-	-

Cumulative Cost Savings	-	-	-	-
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If a cost efficiency, please provide cost comparison

Status Quo		Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼
GL Account	Description	Amount	Amount	Amount
N/A	Dedicated Revenue Stream (if applicable)			
900000	Salaries			
910000	Staff Benefits			
920001	General Expense			
924000	Printing			
925000	Telecommunications			
926000	Postage			
928000	Insurance			
929000	Travel in State			
931000	Travel Out of State			
933000	Training			
934000	Security			
935000	Facilities Operations			
936000	Utilities			
938000	Contracted Services			
940000	Consulting and Professional Services - County Provided			
943000	Information Technology (IT)			
945000	Major Equipment			
950000	Other Items of Expense			
972000	Other			
973000	Debt Service			
983000	Court Construction			
990000	Distributed Administration & Allocation			
Net Revenue (Expense)		-	-	-

Proposed Project		Amount	Amount	Amount
GL Account	Description	Amount	Amount	Amount
N/A	Dedicated Revenue Stream (if applicable)			
900000	Salaries			
910000	Staff Benefits			
920001	General Expense			
924000	Printing			
925000	Telecommunications			
926000	Postage			
928000	Insurance			
929000	Travel in State			
931000	Travel Out of State			
933000	Training			
934000	Security			
935000	Facilities Operations			
936000	Utilities			
938000	Contracted Services			
940000	Consulting and Professional Services - County Provided			
943000	Information Technology (IT)			
945000	Major Equipment			
950000	Other Items of Expense			
972000	Other			
973000	Debt Service			
983000	Court Construction			
990000	Distributed Administration & Allocation			
Net Revenue (Expense)		-	-	-

Cumulative Cost Savings	-		
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Application for TCTF Funds Held on Behalf of the Court

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

Expenses Category		Amount
GL Account	Description	
900000	Salaries	
910000	Staff Benefits	
920001	General Expense	
924000	Printing	
925000	Telecommunications	
926000	Postage	
928000	Insurance	
929000	Travel in State	
931000	Travel Out of State	
933000	Training	
934000	Security	
935000	Facilities Operations	
936000	Utilities	
938000	Contracted Services	
940000	Consulting and Professional Services - County Provided	
943000	Information Technology (IT)	392,882
945000	Major Equipment	236,348
950000	Other Items of Expense	
972000	Other	
973000	Debt Service	
983000	Court Construction	
990000	Distributed Administration & Allocation	
Total		629,230

APPLICATION FOR TCTF FUNDS HELD ON BEHALF OF THE COURT

Please check the type of request:		
<input checked="" type="checkbox"/> NEW REQUEST <i>(Complete Section I, III, and IV only.)</i> <input type="checkbox"/> AMENDED REQUEST <i>(Complete Sections I through IV.)</i>		
SECTION I: GENERAL INFORMATION		
SUPERIOR COURT: Monterey	PERSON AUTHORIZING REQUEST <i>(Presiding Judge or Court Executive Officer):</i> Chris Ruhl, CEO	
	CONTACT PERSON AND CONTACT INFO: Colin Simpson colin.simpson@monterey.courts.ca.gov 831-775-5630	
DATE OF SUBMISSION: 9/21/2022	TIME PERIOD COVERED BY THE REQUEST, INCLUDING CONTRIBUTION AND EXPENDITURE: FY 2022-2023	REQUESTED AMOUNT: \$25,000
REASON FOR REQUEST <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 purpose of this request is to fund the services of a consultant to advise the Monterey County Superior Court on the design and construction of the new Fort Ord Courthouse.</p> <p>Fort Ord Courthouse Project Description</p> <ul style="list-style-type: none"> • Location: Divarty Street and 2nd Avenue, Seaside, CA 93955 • Approximately a 5-acre site • 3-Story, 83,000 gross-square-foot courthouse • Seven multi-purpose courtrooms, chambers, holding cells, jury assembly room, self-help center and administrative offices • Approximately 280 above-ground parking spaces • Secured judicial officer parking area • Photovoltaic solar panels in the parking area • Cases to be heard at the Fort Ord Courthouse are family law, probate, and civil. <p>The Court plans to contract with a construction consultant during the design/build phase of the new Fort Ord Courthouse. The Court does not have the staffing with the skillset and time to fully dedicate to the specialized design of the new Fort Ord Courthouse project. The project consultant under this contract will assist the Court in the review of the facility design and provide guidance on decision points to respond to the project manager's and architect's inquiries in a timely and informed way.</p> <p>The construction consultant for the new Fort Ord Courthouse project will work closely with the Presiding Judge and Court Administration to effectively provide input, when required, in the review of floor plans, requests for information documents and help in the preparation of recommendations on key decision points during the design and construction phases of the project.</p>		
SECTION II: AMENDED REQUEST CHANGES		
<p>A. Identify sections and answers amended. N/A</p> <p>B. Provide a summary of the changes to the request. N/A</p>		
SECTION III: TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE		

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

These funds reflect one-time costs to contract with a construction consultant for the new Fort Ord Courthouse. The one-time costs to contract with a construction consultant is dependent on the project’s timeline.

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

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

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

The Court plans to use one-time funds for contracting with a construction consultant for the new Fort Ord Courthouse to review the new facility’s design and obtain guidance on decision points to ensure court-operational efficiencies.

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

N/A

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

The Court needs the expertise of a consultant to successfully collaborate and effectively participate in the design and construction of the new Fort Ord Courthouse project. If this request is not approved, the response to inquiries by the project manager and/or consultant may be delayed or lack the expertise of a professional with the skillset in the construction of public facilities. Ultimately, the final design and construction drawings may not reflect the Court operational efficiencies that could have been contributed by having a construction consultant onboard advising the Court.

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

The Court plans to continue to work collaboratively with the JCC’s Facilities Services in this effort. However, if this request is not approved, the Court’s participation in ensuring access to justice in the facilities design may be limited. By having a construction consultant to assist the Court in the review of the new Fort Ord Courthouse design, the construction team may obtain better guidance from on major decision points that will ensure court-operational efficiencies in the construction plans and reflect the facility configurations in the design floorplans that will ensure access to justice.

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

As an alternative, if this request is not approved, the Court would continue to dedicate existing Executive Management and administrative staff to provide input in the programming and construction design for the new Fort Ord Courthouse. The approval of this application is a much better alternative to ensure the success of the construction of the new Fort Ord Courthouse.

SECTION IV: FINANCIAL INFORMATION

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

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

See attached

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

See attached

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

See attached

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

See attached

If a cost efficiency, please provide cost comparison

Status Quo		Select Fiscal Year ▼			
GL Account	Description	Amount	Amount	Amount	Amount
N/A	Dedicated Revenue Stream (if applicable)				
900000	Salaries				
910000	Staff Benefits				
920001	General Expense				
924000	Printing				
925000	Telecommunications				
926000	Postage				
928000	Insurance				
929000	Travel in State				
931000	Travel Out of State				
933000	Training				
934000	Security				
935000	Facilities Operations				
936000	Utilities				
938000	Contracted Services				
940000	Consulting and Professional Services - County Provided				
943000	Information Technology (IT)				
945000	Major Equipment				
950000	Other Items of Expense				
972000	Other				
973000	Debt Service				
983000	Court Construction				
990000	Distributed Administration & Allocation				
Net Revenue (Expense)		-	-	-	-

Proposed Project		Amount	Amount	Amount	Amount
GL Account	Description	Amount	Amount	Amount	Amount
N/A	Dedicated Revenue Stream (if applicable)				
900000	Salaries				
910000	Staff Benefits				
920001	General Expense				
924000	Printing				
925000	Telecommunications				
926000	Postage				
928000	Insurance				
929000	Travel in State				
931000	Travel Out of State				
933000	Training				
934000	Security				
935000	Facilities Operations				
936000	Utilities				
938000	Contracted Services				
940000	Consulting and Professional Services - County Provided				
943000	Information Technology (IT)				
945000	Major Equipment				
950000	Other Items of Expense				
972000	Other				
973000	Debt Service				
983000	Court Construction				
990000	Distributed Administration & Allocation				
Net Revenue (Expense)		-	-	-	-

Cumulative Cost Savings	-	-	-	-
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If a cost efficiency, please provide cost comparison

Status Quo		Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼
GL Account	Description	Amount	Amount	Amount
N/A	Dedicated Revenue Stream (if applicable)			
900000	Salaries			
910000	Staff Benefits			
920001	General Expense			
924000	Printing			
925000	Telecommunications			
926000	Postage			
928000	Insurance			
929000	Travel in State			
931000	Travel Out of State			
933000	Training			
934000	Security			
935000	Facilities Operations			
936000	Utilities			
938000	Contracted Services			
940000	Consulting and Professional Services - County Provided			
943000	Information Technology (IT)			
945000	Major Equipment			
950000	Other Items of Expense			
972000	Other			
973000	Debt Service			
983000	Court Construction			
990000	Distributed Administration & Allocation			
Net Revenue (Expense)		-	-	-

Proposed Project		Amount	Amount	Amount
GL Account	Description	Amount	Amount	Amount
N/A	Dedicated Revenue Stream (if applicable)			
900000	Salaries			
910000	Staff Benefits			
920001	General Expense			
924000	Printing			
925000	Telecommunications			
926000	Postage			
928000	Insurance			
929000	Travel in State			
931000	Travel Out of State			
933000	Training			
934000	Security			
935000	Facilities Operations			
936000	Utilities			
938000	Contracted Services			
940000	Consulting and Professional Services - County Provided			
943000	Information Technology (IT)			
945000	Major Equipment			
950000	Other Items of Expense			
972000	Other			
973000	Debt Service			
983000	Court Construction			
990000	Distributed Administration & Allocation			
Net Revenue (Expense)		-	-	-

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

FY 2021-22	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance	1,807,023	1,051,941	-	-	-	-	-	2,858,964
Revenues	26,620,111	1,130,177	688,555	-	-	-	-	28,438,843
Expenditures	26,494,236	943,439	1,027,702	-	-	-	-	28,465,377
Operating Transfers In (Out)	(339,399)	252	339,147	-	-	-	-	-
Ending Fund Balance	1,593,499	1,238,931	-	-	-	-	-	2,832,430

FY 2020-21	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance	1,231,917	873,000	-	-	-	-	-	2,104,917
Revenues	24,565,282	550,258	674,882	-	-	-	-	25,790,421
Expenditures	23,672,052	373,161	991,161	-	-	-	-	25,036,374
Operating Transfers In (Out)	(318,123)	1,844	316,279	-	-	-	-	-
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Beginning Balance	701,400	679,695	-					1,381,095
Revenues	24,885,416	534,603	1,284,509					26,704,527
Expenditures	24,044,801	341,297	1,594,606					25,980,705
Operating Transfers In (Out)	(310,098)	-	310,098					-
Ending Fund Balance	1,231,917	873,000	-	-	-	-	-	2,104,917

Current detailed budget projection on court's behalf

	Select Fiscal Year	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	
REVENUES									
State Financing Sources								-	
Grants								-	
Other Financing Sources								-	
TOTAL REVENUES	-	-	-	-	-	-	-	-	
EXPENDITURES									
Salaries								-	
Staff Benefits								-	
General Expense								-	
Printing								-	
Telecommunications								-	
Postage								-	
Insurance								-	
Travel in State								-	
Travel Out of State								-	
Training								-	
Security								-	
Facilities Operations								-	
Utilities								-	
Contracted Services								-	
Consulting and Professional Services - 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)	806,721	1,242,341	-	-	-	-	-	2,049,062	
Ending Balance (Deficit)	806,721	1,242,341	-	-	-	-	-	2,049,062	

Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - 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)	806,721	1,242,341	-	-	-	-	-	2,049,062
Ending Balance (Deficit)	806,721	1,242,341	-	-	-	-	-	2,049,062

Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - 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)	806,721	1,242,341	-	-	-	-	-	2,049,062
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Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - 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)	806,721	1,242,341	-	-	-	-	-	2,049,062
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Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - 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)	806,721	1,242,341	-	-	-	-	-	2,049,062
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Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - 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)	806,721	1,242,341	-	-	-	-	-	2,049,062
Ending Balance (Deficit)	806,721	1,242,341	-	-	-	-	-	2,049,062

Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - 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)	806,721	1,242,341	-	-	-	-	-	2,049,062
Ending Balance (Deficit)	806,721	1,242,341	-	-	-	-	-	2,049,062

Application for TCTF Funds Held on Behalf of the Court

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

Expenses Category		Amount
GL Account	Description	
900000	Salaries	-
910000	Staff Benefits	-
920001	General Expense	-
924000	Printing	-
925000	Telecommunications	-
926000	Postage	-
928000	Insurance	-
929000	Travel in State	-
931000	Travel Out of State	-
933000	Training	-
934000	Security	-
935000	Facilities Operations	-
936000	Utilities	-
938000	Contracted Services	25,000
940000	Consulting and Professional Services - County Provided	-
943000	Information Technology (IT)	-
945000	Major Equipment	-
950000	Other Items of Expense	-
972000	Other	-
973000	Debt Service	-
983000	Court Construction	-
990000	Distributed Administration & Allocation	-
Total		25,000

APPLICATION FOR TCTF FUNDS HELD ON BEHALF OF THE COURT

Please check the type of request: <input checked="" type="checkbox"/> NEW REQUEST <i>(Complete Section I, III, and IV only.)</i> <input type="checkbox"/> AMENDED REQUEST <i>(Complete Sections I through IV.)</i>	
SECTION I: GENERAL INFORMATION	
SUPERIOR COURT: Monterey	PERSON AUTHORIZING REQUEST <i>(Presiding Judge or Court Executive Officer):</i> Chris Ruhl, CEO
	CONTACT PERSON AND CONTACT INFO: Colin Simpson colin.simpson@monterey.courts.ca.gov 831-775-5630
DATE OF SUBMISSION: 9/21/2022	TIME PERIOD COVERED BY THE REQUEST, INCLUDING CONTRIBUTION AND EXPENDITURE: FY 2022-2023
	REQUESTED AMOUNT: \$50,000
REASON FOR REQUEST <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><i>The purpose of this request is to fund the replacement of a 2007 Camry vehicle, a fixed asset. The replacement of this vehicle was delayed in 2022 due to low dealership inventories created by supply chain disruptions and high prices. In early 2022, the Court decided to replace a passenger vehicle with over 120,000 miles that relies only on unleaded fuel with the purchase of a hybrid fuel-efficient vehicle. The 2007 Camry also requires more ongoing maintenance</i></p> <p><i>The purchase of the new hybrid vehicle was delayed due to the limited number of available new vehicles created by the auto industry's supply chain disruption which also resulted in significantly higher prices. The Court needs to replace the 2007 Camry with a new hybrid fuel-efficient vehicle to also mitigate employee safety concerns. The Court plans to purchase a replacement new hybrid vehicle in 2022.</i></p>	
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. <i>These funds reflect one-time costs for the acquisition of a fixed asset. Due to the uncertain nature of present and future funding for the judicial branch and trial courts, the court's operational funding would be negatively impacted if it must absorb a reduction in funding of this amount. The one-time costs for the purchase of a new vehicle have already been determined in the court's operational budget. Though the court was hopeful that it would be able to purchase a new fuel-efficient vehicle in FY 2021-22, the delays and high prices created by the supply chain disruption forced it to postpone the purchase of the fixed asset to obtain a more favorable deal.</i>	
APPLICATION FOR TCTF FUNDS HELD ON BEHALF OF THE COURT (Continued)	
SECTION III (continued): TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE	
B. How will the request enhance the efficiency and/or effectiveness of court operations, and/or increase the availability of court services and programs?	

The purchase of a new fuel-efficient sedan vehicle (hybrid) will provide safe transportation to court employees traveling between court locations and/or traveling outside the county.

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

N/A

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

If this request is not approved, the Court operations personnel will be compelled to continue to use a high mileage vehicle until it is not safe to drive. Currently, this vehicle requires higher levels of maintenance to reduce the risk of getting stranded on the highway or having mechanical problems while driving it. Due to the high mileage, the Court will only authorize the use of the vehicle for short distances within Monterey County. If the high mileage vehicle becomes unsafe to drive due to maintenance issues, it will be placed out of service. In the latter case, when necessary Court operations personnel will be asked to drive their personal vehicle for mileage reimbursement if no other Court vehicle is available.

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

N/A

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

The one-time costs for the purchase of a new hybrid vehicle are consistent with the guidelines and intent of the TCTF Funds Held on Behalf of the Courts process. However, if the request is not approved, the Court will continue to use the high mileage vehicle or utilize other safer Court vehicles for employee travel. If there are no Court vehicles available, the employees will be asked to use their personal vehicle and submit a mileage reimbursement claim. If an employee does not have a personal vehicle, then the employee will not be able to travel, and Court operations will need to delay services or reassign another employee who has access to a personal vehicle.

SECTION IV: FINANCIAL INFORMATION

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

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

See attached

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

See attached

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

See attached

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

See attached

If a cost efficiency, please provide cost comparison

Status Quo		Select Fiscal Year ▼			
GL Account	Description	Amount	Amount	Amount	Amount
N/A	Dedicated Revenue Stream (if applicable)				
900000	Salaries				
910000	Staff Benefits				
920001	General Expense				
924000	Printing				
925000	Telecommunications				
926000	Postage				
928000	Insurance				
929000	Travel in State				
931000	Travel Out of State				
933000	Training				
934000	Security				
935000	Facilities Operations				
936000	Utilities				
938000	Contracted Services				
940000	Consulting and Professional Services - County Provided				
943000	Information Technology (IT)				
945000	Major Equipment				
950000	Other Items of Expense				
972000	Other				
973000	Debt Service				
983000	Court Construction				
990000	Distributed Administration & Allocation				
Net Revenue (Expense)		-	-	-	-

Proposed Project		Amount	Amount	Amount	Amount
GL Account	Description	Amount	Amount	Amount	Amount
N/A	Dedicated Revenue Stream (if applicable)				
900000	Salaries				
910000	Staff Benefits				
920001	General Expense				
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925000	Telecommunications				
926000	Postage				
928000	Insurance				
929000	Travel in State				
931000	Travel Out of State				
933000	Training				
934000	Security				
935000	Facilities Operations				
936000	Utilities				
938000	Contracted Services				
940000	Consulting and Professional Services - County Provided				
943000	Information Technology (IT)				
945000	Major Equipment				
950000	Other Items of Expense				
972000	Other				
973000	Debt Service				
983000	Court Construction				
990000	Distributed Administration & Allocation				
Net Revenue (Expense)		-	-	-	-

Cumulative Cost Savings	-	-	-	-
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If a cost efficiency, please provide cost comparison

Status Quo		Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼
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910000	Staff Benefits			
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938000	Contracted Services			
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972000	Other			
973000	Debt Service			
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990000	Distributed Administration & Allocation			
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Proposed Project		Amount	Amount	Amount
GL Account	Description	Amount	Amount	Amount
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931000	Travel Out of State			
933000	Training			
934000	Security			
935000	Facilities Operations			
936000	Utilities			
938000	Contracted Services			
940000	Consulting and Professional Services - County Provided			
943000	Information Technology (IT)			
945000	Major Equipment			
950000	Other Items of Expense			
972000	Other			
973000	Debt Service			
983000	Court Construction			
990000	Distributed Administration & Allocation			
Net Revenue (Expense)		-	-	-

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

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Operating Transfers In (Out)	(310,098)	-	310,098					-
Ending Fund Balance	1,231,917	873,000	-	-	-	-	-	2,104,917

Current detailed budget projection on court's behalf

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - 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)	806,721	1,242,341	-	-	-	-	-	2,049,062
Ending Balance (Deficit)	806,721	1,242,341	-	-	-	-	-	2,049,062

Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - 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)	806,721	1,242,341	-	-	-	-	-	2,049,062
Ending Balance (Deficit)	806,721	1,242,341	-	-	-	-	-	2,049,062

Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - 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)	806,721	1,242,341	-	-	-	-	-	2,049,062
Ending Balance (Deficit)	806,721	1,242,341	-	-	-	-	-	2,049,062

Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - 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)	806,721	1,242,341	-	-	-	-	-	2,049,062
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Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - 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)	806,721	1,242,341	-	-	-	-	-	2,049,062
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Current detailed budget projection:

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Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - 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)	806,721	1,242,341	-	-	-	-	-	2,049,062
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Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - 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)	806,721	1,242,341	-	-	-	-	-	2,049,062
Ending Balance (Deficit)	806,721	1,242,341	-	-	-	-	-	2,049,062

Application for TCTF Funds Held on Behalf of the Court

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

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

APPLICATION FOR TCTF FUNDS HELD ON BEHALF OF THE COURT

Please check the type of request:		
<input checked="" type="checkbox"/> NEW REQUEST <i>(Complete Section I, III, and IV only.)</i> <input type="checkbox"/> AMENDED REQUEST <i>(Complete Sections I through IV.)</i>		
SECTION I: GENERAL INFORMATION		
SUPERIOR COURT: Monterey	PERSON AUTHORIZING REQUEST <i>(Presiding Judge or Court Executive Officer):</i> Chris Ruhl, CEO	
	CONTACT PERSON AND CONTACT INFO: Colin Simpson colin.simpson@monterey.courts.ca.gov 831-775-5630	
DATE OF SUBMISSION: 9/21/2022	TIME PERIOD COVERED BY THE REQUEST, INCLUDING CONTRIBUTION AND EXPENDITURE: FY 2022-2023	REQUESTED AMOUNT: \$250,000
REASON FOR REQUEST <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 purpose of this request is to fund maintenance and repair projects allowed under rule 10.810 of the California Rules of Court to replace the flooring, painting, and other interior repairs, as needed, at the Salinas and Marina Courthouses.</p> <p>The Salinas Courthouse is a trial court facility built in 1967 and renovated in October 2010. This is a four-story facility with 97,394 square feet of office space, 11 courtrooms, 12 judicial officer chambers, 9 holding cells for prisoners, a sally port, a large jury assembly room with commercial carpet with a capacity to accommodate 200 jurors, and other areas required for court operations. The Salinas Courthouse is in a mixed residential and business area in the City of Salinas (2020 population 153,177), located at 240 Church St., Salinas, CA 93901. The cases heard at the Salinas Courthouse are felony, misdemeanor, and juvenile dependency cases</p> <p>The Marina Courthouse is a trial court facility built in 1997. This facility is a single-story with approximately 15,347 square feet of office space, 2 courtrooms, 9 walk-up windows, 2 judicial officer chambers, 2 holding cells for prisoners, a sally port, a large lobby area with commercial carpet, and other areas required for court operations. The Marina Courthouse is in a mixed residential and business area in the City of Marina (2020 population 21,996), located at 3180 Del Monte Boulevard, Marina, CA 93933. This facility has parking for a total of 116 above-parking spaces. The cases heard at the Marina Courthouse are Traffic, DCSS, and Small Claims.</p> <p>Due to the active use of the premises in these facilities by the public and employees, the Marina and Salinas Courthouses are in need of new paint and the replacement of carpet/flooring in various heavily trafficked areas. The Court plans to paint and add FRP veneer, where it is feasible, in sections of the public hallways. The court plans to use funds to paint and replace carpets in several employee hallways, breakrooms, and offices that are in poor condition and require maintenance.</p>		
SECTION II: AMENDED REQUEST CHANGES		
<p>A. Identify sections and answers amended.</p> <p>N/A</p> <p>B. Provide a summary of the changes to the request.</p> <p>N/A</p>		
SECTION III: TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE		
<p>A. Explain why the request does not fit within the court's annual operational budget process and the three-year encumbrance term.</p>		

These funds reflect one-time funding to cover the costs for flooring, painting, and other interior repairs, as needed, at the Salinas and Marina Courthouses. This is a significant one-time outlay of funds for court infrastructure that the Court could not assume to include in its operational costs.

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

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

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

The Court plans to fund its facilities maintenance program and rule 10.810 to provide a suitable work environment for its employees and the visiting public to continue to provide important services that meet the Judicial Branch's goal of access to justice.

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

N/A

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

Given the uncertain nature of future funding for the judicial branch due to inflationary pressures, the court's operational funding would be negatively impacted if it must absorb the amount of \$250,000 for these projects. The consequences of not receiving approval for this request would result in the court's public hallways and employee work areas remaining in a dilapidated condition and continue to need replacement flooring and painting, among other repairs. Employee morale would also be negatively impacted if work areas are not adequately maintained.

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

Given the uncertain nature of future funding for the judicial branch due to inflationary pressures, the court's operational funds would be negatively impacted if it was forced to absorb the \$250,000 funding for facilities project work. The public would also be compelled to access services in dilapidated facilities. At times, the public may have limited access to justice when public lobby areas become a safety hazard around flooring that suffered from lack of maintenance.

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

The one-time costs for the replacement of flooring, painting, and other interior repairs are needed at the Salinas and Marina Courthouses. The funding for these costs are consistent with the guidelines and intent of the TCTF Funds Held on Behalf of the Courts.

If the TCTF FHOB request is not approved, then the Court would need to address safety hazards in carpeting, as needed, and schedule painting public and employee hallways intermittently as funds become available as well as make other rule 10.810 facility maintenance repairs. The ability to hold funding in the TCTF is a preferred alternative to efficiently schedule facilities maintenance work, instead of doing it piecemeal which would create delays and overall ineffective to support employee safety in our courthouse.

SECTION IV: FINANCIAL INFORMATION

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

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

See attached

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

See attached

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

See attached

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

See attached

If a cost efficiency, please provide cost comparison

Status Quo		Select Fiscal Year ▼			
GL Account	Description	Amount	Amount	Amount	Amount
N/A	Dedicated Revenue Stream (if applicable)				
900000	Salaries				
910000	Staff Benefits				
920001	General Expense				
924000	Printing				
925000	Telecommunications				
926000	Postage				
928000	Insurance				
929000	Travel in State				
931000	Travel Out of State				
933000	Training				
934000	Security				
935000	Facilities Operations				
936000	Utilities				
938000	Contracted Services				
940000	Consulting and Professional Services - County Provided				
943000	Information Technology (IT)				
945000	Major Equipment				
950000	Other Items of Expense				
972000	Other				
973000	Debt Service				
983000	Court Construction				
990000	Distributed Administration & Allocation				
Net Revenue (Expense)		-	-	-	-

Proposed Project		Amount	Amount	Amount	Amount
GL Account	Description	Amount	Amount	Amount	Amount
N/A	Dedicated Revenue Stream (if applicable)				
900000	Salaries				
910000	Staff Benefits				
920001	General Expense				
924000	Printing				
925000	Telecommunications				
926000	Postage				
928000	Insurance				
929000	Travel in State				
931000	Travel Out of State				
933000	Training				
934000	Security				
935000	Facilities Operations				
936000	Utilities				
938000	Contracted Services				
940000	Consulting and Professional Services - County Provided				
943000	Information Technology (IT)				
945000	Major Equipment				
950000	Other Items of Expense				
972000	Other				
973000	Debt Service				
983000	Court Construction				
990000	Distributed Administration & Allocation				
Net Revenue (Expense)		-	-	-	-

Cumulative Cost Savings	-	-	-	-
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If a cost efficiency, please provide cost comparison

Status Quo		Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼
GL Account	Description	Amount	Amount	Amount
N/A	Dedicated Revenue Stream (if applicable)			
900000	Salaries			
910000	Staff Benefits			
920001	General Expense			
924000	Printing			
925000	Telecommunications			
926000	Postage			
928000	Insurance			
929000	Travel in State			
931000	Travel Out of State			
933000	Training			
934000	Security			
935000	Facilities Operations			
936000	Utilities			
938000	Contracted Services			
940000	Consulting and Professional Services - County Provided			
943000	Information Technology (IT)			
945000	Major Equipment			
950000	Other Items of Expense			
972000	Other			
973000	Debt Service			
983000	Court Construction			
990000	Distributed Administration & Allocation			
Net Revenue (Expense)		-	-	-

Proposed Project		Amount	Amount	Amount
GL Account	Description	Amount	Amount	Amount
N/A	Dedicated Revenue Stream (if applicable)			
900000	Salaries			
910000	Staff Benefits			
920001	General Expense			
924000	Printing			
925000	Telecommunications			
926000	Postage			
928000	Insurance			
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933000	Training			
934000	Security			
935000	Facilities Operations			
936000	Utilities			
938000	Contracted Services			
940000	Consulting and Professional Services - County Provided			
943000	Information Technology (IT)			
945000	Major Equipment			
950000	Other Items of Expense			
972000	Other			
973000	Debt Service			
983000	Court Construction			
990000	Distributed Administration & Allocation			
Net Revenue (Expense)		-	-	-

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

FY 2021-22	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance	1,807,023	1,051,941	-	-	-	-	-	2,858,964
Revenues	26,620,111	1,130,177	688,555	-	-	-	-	28,438,843
Expenditures	26,494,236	943,439	1,027,702	-	-	-	-	28,465,377
Operating Transfers In (Out)	(339,399)	252	339,147	-	-	-	-	-
Ending Fund Balance	1,593,499	1,238,931	-	-	-	-	-	2,832,430

FY 2020-21	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance	1,231,917	873,000	-	-	-	-	-	2,104,917
Revenues	24,565,282	550,258	674,882	-	-	-	-	25,790,421
Expenditures	23,672,052	373,161	991,161	-	-	-	-	25,036,374
Operating Transfers In (Out)	(318,123)	1,844	316,279	-	-	-	-	-
Ending Fund Balance	1,807,023	1,051,941	-	-	-	-	-	2,858,964

FY 2019-20	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance	701,400	679,695	-					1,381,095
Revenues	24,885,416	534,603	1,284,509					26,704,527
Expenditures	24,044,801	341,297	1,594,606					25,980,705
Operating Transfers In (Out)	(310,098)	-	310,098					-
Ending Fund Balance	1,231,917	873,000	-	-	-	-	-	2,104,917

Current detailed budget projection on court's behalf

	Select Fiscal Year	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	
REVENUES									
State Financing Sources								-	
Grants								-	
Other Financing Sources								-	
TOTAL REVENUES	-	-	-	-	-	-	-	-	
EXPENDITURES									
Salaries								-	
Staff Benefits								-	
General Expense								-	
Printing								-	
Telecommunications								-	
Postage								-	
Insurance								-	
Travel in State								-	
Travel Out of State								-	
Training								-	
Security								-	
Facilities Operations								-	
Utilities								-	
Contracted Services								-	
Consulting and Professional Services - 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)	806,721	1,242,341	-	-	-	-	-	2,049,062	
Ending Balance (Deficit)	806,721	1,242,341	-	-	-	-	-	2,049,062	

Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - County Provided								-
Information Technology (IT)								-
Major Equipment								-
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Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
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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)	806,721	1,242,341	-	-	-	-	-	2,049,062
Ending Balance (Deficit)	806,721	1,242,341	-	-	-	-	-	2,049,062

Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - 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)	806,721	1,242,341	-	-	-	-	-	2,049,062
Ending Balance (Deficit)	806,721	1,242,341	-	-	-	-	-	2,049,062

Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - 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)	806,721	1,242,341	-	-	-	-	-	2,049,062
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Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - 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)								
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Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - 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)	806,721	1,242,341	-	-	-	-	-	2,049,062
Ending Balance (Deficit)	806,721	1,242,341	-	-	-	-	-	2,049,062

Application for TCTF Funds Held on Behalf of the Court

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

Expenses Category		Amount
GL Account	Description	
900000	Salaries	-
910000	Staff Benefits	-
920001	General Expense	-
924000	Printing	-
925000	Telecommunications	-
926000	Postage	-
928000	Insurance	-
929000	Travel in State	-
931000	Travel Out of State	-
933000	Training	-
934000	Security	-
935000	Facilities Operations	250,000
936000	Utilities	-
938000	Contracted Services	-
940000	Consulting and Professional Services - County Provided	-
943000	Information Technology (IT)	-
945000	Major Equipment	-
950000	Other Items of Expense	-
972000	Other	-
973000	Debt Service	-
983000	Court Construction	-
990000	Distributed Administration & Allocation	-
Total		250,000

APPLICATION FOR TCTF FUNDS HELD ON BEHALF OF THE COURT

Please check the type of request:

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

AMENDED REQUEST (Complete Sections I through IV.)



SECTION I: GENERAL INFORMATION

SUPERIOR COURT: Monterey PERSON AUTHORIZING REQUEST (Presiding Judge or Court Executive Officer): Chris Ruhl, CEO

CONTACT PERSON AND CONTACT INFO: Colin Simpson colin.simpson@monterey.courts.ca.gov 831-775-5630

DATE OF SUBMISSION: 9/21/2022 TIME PERIOD COVERED BY THE REQUEST, INCLUDING CONTRIBUTION AND EXPENDITURE: FY 2022-2023 REQUESTED AMOUNT: \$70,000

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 purpose of this request is to fund critical security projects to improve the security and safety of the public and staff at Monterey County courthouses. After the Court's security staff, in collaboration with the Judicial Council of California's Office of Security, conducted limited security surveys of the Salinas, Marina, and King City Courthouses, several existing security needs were identified which were determined as high priority and ones that should be addressed. The following is the list of funded security projects to improve the safety of the public and staff at each court location.

Security Projects:

- 1. Marina Courthouse – Install security bollards on the exterior front entrance of the facility.
2. Marina Courthouse – Install security barriers in the public lobby area in the weapons screening area.
3. Salinas Courthouse – Install security informational, wayfinding, and evacuation signage in the facility.
4. King City Courthouse – Install security informational, wayfinding, and evacuation signage in the facility.

The work for these projects will be performed in collaboration with the JCC's Facilities Management Unit and Security Office.

- 1. Marina Courthouse – Install security bollards on the exterior front entrance
The most significant security risk facing this facility is the lack of perimeter controls. The courthouse sits between a large parking lot and a city park, with large open areas on all sides. To mitigate the security risks the Court recently funded the installation of perimeter fencing. However, the Marina Courthouse still has to manage the risk of vehicle traffic in a large parking lot and with no physical barrier at the front entrance of the facility. There is a risk of high-speed ramming attack by a vehicle. Security planters (as bollards) along the sidewalk are an effective option to mitigate the threat of a ramming attack. The threat would be mitigated by the addition of security planters. The Court requests to use funds to erect security bollards to create a physical barrier (bollards) between the parking lot/sidewalk and the front entrance of the facility.
2. Marina Courthouse – Install security barriers in the public lobby area in the weapons screening area
The weapons screening station consists of both magnetometers and an x-ray machine, and all members of the public are screened prior to entry into the facility. The lack of a physical barrier between the queuing area for unscreened persons and the secure space creates the possibility that weapons or contraband can be passed from unscreened persons to people in the screened area. Security at this location would be significantly improved by a barrier to better separate screened people from the unscreened.
3. Salinas Courthouse – Install security informational, wayfinding, and evacuation signage in the facility.
Replace evacuation security signage in public areas that contain detailed diagrams of the facility's secured areas. Install critical security signage in secured areas where it is missing.
4. King City Courthouse – Install security informational, wayfinding, and evacuation signage in the facility.
Replace and install new wayfinding and safety informational signage in the public counter areas as part of renovations. Install evacuation signage in court-occupied and key public and perimeter areas.

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.

These funds reflect one-time project costs to make high-priority facility improvements in security at the King City, Marina, and Salinas Courthouses to ensure safe access to facilities by the public. Due to the uncertain nature of future funding for the judicial branch and trial courts, the court's operational funding would be negatively impacted if it needs to fund security projects from its existing operational budget. The one-time costs of the security projects are outside the operational costs for the court.

Furthermore, the Court is coordinating these improvements with the JCC Facilities Management Unit and the County of Monterey Public Works. Hence, the Court needs to place funds held on its behalf to continue to work with other agencies and contract with vendors to complete the work on these critical projects.

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

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

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

This request will enhance the effectiveness of court operations by providing employees with a safe work environment by securing the perimeter and adding safety measures in the lobby areas at the Marina Courthouse. It will also provide employees at various courthouses safety/evacuation and security wayfinding signage while ensuring all confidential information on secured areas remain safe.

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

N/A

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

Given the uncertain nature of future funding for the judicial branch due to inflationary pressures, the court's operational funding would be negatively impacted if it must absorb the amount of \$70,000 for the security projects in this request.

The Court has had a discussion with Monterey County and the JCC Facilities Management unit to coordinate the implementation of these security projects. If the Court's request is not approved, court employees will continue to work in facilities with unsafe environments. This request will improve employees' safety, including that of the security personnel who manage the entrance screening of visitors to the courthouse.

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

Given the uncertain nature of future funding for the judicial branch due to inflationary pressures, the court's operational funding would be negatively impacted if it must absorb the amount of \$70,000 for security projects identified in this request.

If the Court's request is not approved, then the public will continue to access court facilities that lack the safety measures provided by the security projects in this application. Hence, the of the public while accessing services in Court facilities is essential to ensure equal and fair 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 one-time costs for these security projects are consistent with the guidelines and intent of the TCTF Funds Held on Behalf of the Courts process. As an alternative, the Court would need to reallocate current year funds for these one-time projects or place these security projects on hold thereby reducing security at its facilities.

SECTION IV: FINANCIAL INFORMATION

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

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

See attached

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

See attached

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

See attached

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

See attached

If a cost efficiency, please provide cost comparison

Status Quo		Select Fiscal Year ▼			
GL Account	Description	Amount	Amount	Amount	Amount
N/A	Dedicated Revenue Stream (if applicable)				
900000	Salaries				
910000	Staff Benefits				
920001	General Expense				
924000	Printing				
925000	Telecommunications				
926000	Postage				
928000	Insurance				
929000	Travel in State				
931000	Travel Out of State				
933000	Training				
934000	Security				
935000	Facilities Operations				
936000	Utilities				
938000	Contracted Services				
940000	Consulting and Professional Services - County Provided				
943000	Information Technology (IT)				
945000	Major Equipment				
950000	Other Items of Expense				
972000	Other				
973000	Debt Service				
983000	Court Construction				
990000	Distributed Administration & Allocation				
Net Revenue (Expense)		-	-	-	-

Proposed Project		Amount	Amount	Amount	Amount
GL Account	Description	Amount	Amount	Amount	Amount
N/A	Dedicated Revenue Stream (if applicable)				
900000	Salaries				
910000	Staff Benefits				
920001	General Expense				
924000	Printing				
925000	Telecommunications				
926000	Postage				
928000	Insurance				
929000	Travel in State				
931000	Travel Out of State				
933000	Training				
934000	Security				
935000	Facilities Operations				
936000	Utilities				
938000	Contracted Services				
940000	Consulting and Professional Services - County Provided				
943000	Information Technology (IT)				
945000	Major Equipment				
950000	Other Items of Expense				
972000	Other				
973000	Debt Service				
983000	Court Construction				
990000	Distributed Administration & Allocation				
Net Revenue (Expense)		-	-	-	-

Cumulative Cost Savings	-	-	-	-
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If a cost efficiency, please provide cost comparison

Status Quo		Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼
GL Account	Description	Amount	Amount	Amount
N/A	Dedicated Revenue Stream (if applicable)			
900000	Salaries			
910000	Staff Benefits			
920001	General Expense			
924000	Printing			
925000	Telecommunications			
926000	Postage			
928000	Insurance			
929000	Travel in State			
931000	Travel Out of State			
933000	Training			
934000	Security			
935000	Facilities Operations			
936000	Utilities			
938000	Contracted Services			
940000	Consulting and Professional Services - County Provided			
943000	Information Technology (IT)			
945000	Major Equipment			
950000	Other Items of Expense			
972000	Other			
973000	Debt Service			
983000	Court Construction			
990000	Distributed Administration & Allocation			
Net Revenue (Expense)		-	-	-

Proposed Project		Amount	Amount	Amount
GL Account	Description	Amount	Amount	Amount
N/A	Dedicated Revenue Stream (if applicable)			
900000	Salaries			
910000	Staff Benefits			
920001	General Expense			
924000	Printing			
925000	Telecommunications			
926000	Postage			
928000	Insurance			
929000	Travel in State			
931000	Travel Out of State			
933000	Training			
934000	Security			
935000	Facilities Operations			
936000	Utilities			
938000	Contracted Services			
940000	Consulting and Professional Services - County Provided			
943000	Information Technology (IT)			
945000	Major Equipment			
950000	Other Items of Expense			
972000	Other			
973000	Debt Service			
983000	Court Construction			
990000	Distributed Administration & Allocation			
Net Revenue (Expense)		-	-	-

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

FY 2021-22	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance	1,807,023	1,051,941	-	-	-	-	-	2,858,964
Revenues	26,620,111	1,130,177	688,555	-	-	-	-	28,438,843
Expenditures	26,494,236	943,439	1,027,702	-	-	-	-	28,465,377
Operating Transfers In (Out)	(339,399)	252	339,147	-	-	-	-	-
Ending Fund Balance	1,593,499	1,238,931	-	-	-	-	-	2,832,430

FY 2020-21	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance	1,231,917	873,000	-	-	-	-	-	2,104,917
Revenues	24,565,282	550,258	674,882	-	-	-	-	25,790,421
Expenditures	23,672,052	373,161	991,161	-	-	-	-	25,036,374
Operating Transfers In (Out)	(318,123)	1,844	316,279	-	-	-	-	-
Ending Fund Balance	1,807,023	1,051,941	-	-	-	-	-	2,858,964

FY 2019-20	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance	701,400	679,695	-					1,381,095
Revenues	24,885,416	534,603	1,284,509					26,704,527
Expenditures	24,044,801	341,297	1,594,606					25,980,705
Operating Transfers In (Out)	(310,098)	-	310,098					-
Ending Fund Balance	1,231,917	873,000	-	-	-	-	-	2,104,917

Current detailed budget projection on court's behalf

	Select Fiscal Year	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	
REVENUES									
State Financing Sources								-	
Grants								-	
Other Financing Sources								-	
TOTAL REVENUES	-	-	-	-	-	-	-	-	
EXPENDITURES									
Salaries								-	
Staff Benefits								-	
General Expense								-	
Printing								-	
Telecommunications								-	
Postage								-	
Insurance								-	
Travel in State								-	
Travel Out of State								-	
Training								-	
Security								-	
Facilities Operations								-	
Utilities								-	
Contracted Services								-	
Consulting and Professional Services - 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)	806,721	1,242,341	-	-	-	-	-	2,049,062	
Ending Balance (Deficit)	806,721	1,242,341	-	-	-	-	-	2,049,062	

Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - 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)								
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Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - 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)	806,721	1,242,341	-	-	-	-	-	2,049,062
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Current detailed budget projection:

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Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - 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)								
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Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - 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)	806,721	1,242,341	-	-	-	-	-	2,049,062
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Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - 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)	806,721	1,242,341	-	-	-	-	-	2,049,062
Ending Balance (Deficit)	806,721	1,242,341	-	-	-	-	-	2,049,062

Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - 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)	806,721	1,242,341	-	-	-	-	-	2,049,062
Ending Balance (Deficit)	806,721	1,242,341	-	-	-	-	-	2,049,062

Application for TCTF Funds Held on Behalf of the Court

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

Expenses Category		Amount
GL Account	Description	
900000	Salaries	-
910000	Staff Benefits	-
920001	General Expense	15,000
924000	Printing	-
925000	Telecommunications	-
926000	Postage	-
928000	Insurance	-
929000	Travel in State	-
931000	Travel Out of State	-
933000	Training	-
934000	Security	-
935000	Facilities Operations	55,000
936000	Utilities	-
938000	Contracted Services	-
940000	Consulting and Professional Services - County Provided	-
943000	Information Technology (IT)	-
945000	Major Equipment	-
950000	Other Items of Expense	-
972000	Other	-
973000	Debt Service	-
983000	Court Construction	-
990000	Distributed Administration & Allocation	-
Total		70,000

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

The funding objectives of this project far exceed the constraints of the courts operational budget. It is necessary for the court to use funds in excess of their fund balance cap to meet the funding objectives of this project.

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 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. The court did, however, consider other alternative installation options. This included the wholesale replacement of the entire system rather than replacing only end of life components. Such effort would cost upwards of \$3 million.

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

Potential for long term outages of remote appearance systems, assistive listening devices, and courtroom audio systems.

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

See 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?

Holding funds in the TCTF is the preferred option at this time in order to utilize unspent fund balance from the 2021/2022 fiscal year and allow the projects to move forward.

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

If a cost efficiency, please provide cost comparison

Status Quo		Select Fiscal Year ▼			
GL Account	Description	Amount	Amount	Amount	Amount
N/A	Dedicated Revenue Stream (if applicable)				
900000	Salaries				
910000	Staff Benefits				
920001	General Expense				
924000	Printing				
925000	Telecommunications				
926000	Postage				
928000	Insurance				
929000	Travel in State				
931000	Travel Out of State				
933000	Training				
934000	Security				
935000	Facilities Operations				
936000	Utilities				
938000	Contracted Services				
940000	Consulting and Professional Services - County Provided				
943000	Information Technology (IT)				
945000	Major Equipment				
950000	Other Items of Expense				
972000	Other				
973000	Debt Service				
983000	Court Construction				
990000	Distributed Administration & Allocation				
Net Revenue (Expense)		-	-	-	-

Proposed Project		Amount	Amount	Amount	Amount
GL Account	Description	Amount	Amount	Amount	Amount
N/A	Dedicated Revenue Stream (if applicable)				
900000	Salaries				
910000	Staff Benefits				
920001	General Expense				
924000	Printing				
925000	Telecommunications				
926000	Postage				
928000	Insurance				
929000	Travel in State				
931000	Travel Out of State				
933000	Training				
934000	Security				
935000	Facilities Operations				
936000	Utilities				
938000	Contracted Services				
940000	Consulting and Professional Services - County Provided				
943000	Information Technology (IT)				
945000	Major Equipment				
950000	Other Items of Expense				
972000	Other				
973000	Debt Service				
983000	Court Construction				
990000	Distributed Administration & Allocation				
Net Revenue (Expense)		-	-	-	-

Cumulative Cost Savings	-	-	-	-
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If a cost efficiency, please provide cost comparison

Status Quo		Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼
GL Account	Description	Amount	Amount	Amount
N/A	Dedicated Revenue Stream (if applicable)			
900000	Salaries			
910000	Staff Benefits			
920001	General Expense			
924000	Printing			
925000	Telecommunications			
926000	Postage			
928000	Insurance			
929000	Travel in State			
931000	Travel Out of State			
933000	Training			
934000	Security			
935000	Facilities Operations			
936000	Utilities			
938000	Contracted Services			
940000	Consulting and Professional Services - County Provided			
943000	Information Technology (IT)			
945000	Major Equipment			
950000	Other Items of Expense			
972000	Other			
973000	Debt Service			
983000	Court Construction			
990000	Distributed Administration & Allocation			
Net Revenue (Expense)		-	-	-

Proposed Project		Amount	Amount	Amount
GL Account	Description	Amount	Amount	Amount
N/A	Dedicated Revenue Stream (if applicable)			
900000	Salaries			
910000	Staff Benefits			
920001	General Expense			
924000	Printing			
925000	Telecommunications			
926000	Postage			
928000	Insurance			
929000	Travel in State			
931000	Travel Out of State			
933000	Training			
934000	Security			
935000	Facilities Operations			
936000	Utilities			
938000	Contracted Services			
940000	Consulting and Professional Services - County Provided			
943000	Information Technology (IT)			
945000	Major Equipment			
950000	Other Items of Expense			
972000	Other			
973000	Debt Service			
983000	Court Construction			
990000	Distributed Administration & Allocation			
Net Revenue (Expense)		-	-	-

Cumulative Cost Savings	-		
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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	316,343	484,877	-	-	-	311,332		1,112,552
Revenues	21,951,842	161,034	589,993	-	-	826,269	-	23,529,138
Expenditures	22,172,094	109,508	589,197	-	-	569,577	-	23,440,376
Operating Transfers In (Out)	382,028	16,212	(796)	-	-	(397,444)		-
Ending Fund Balance	478,119	552,615	-	-	-	170,580	-	1,201,314

FY 2020-21	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance	478,118	552,615	-	-	-	170,581		1,201,314
Revenues	21,492,515	137,415	426,467	-	-	826,640	-	22,883,037
Expenditures	20,741,068	72,485	435,044	-	-	647,243		21,895,840
Operating Transfers In (Out)	(6,481)	(2,096)	8,577	-	-	-	-	-
Ending Fund Balance	1,223,084	615,449	-	-	-	349,978	-	2,188,511

FY 2021-22	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance	1,223,084	615,448	-	-	-	349,978	-	2,188,510
Revenues	24,129,198	512,507	330,734	-	-	939,113	-	25,911,552
Expenditures	23,485,999	450,396	334,500	-	-	763,118	-	25,034,013
Operating Transfers In (Out)	(8,245)	4,479	3,766	-	-	-	-	-
Ending Fund Balance	1,858,038	682,038	-	-	-	525,973	-	3,066,049

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

	FY 2022-23		FUNDS					
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources	26,651,810	659,478						27,311,288
Grants			1,674,550					1,674,550
Other Financing Sources	269,936	1,371,973						1,641,909
TOTAL REVENUES	26,921,746	2,031,451	1,674,550	-	-	-	-	30,627,747
EXPENDITURES								
Salaries	10,960,225	1,320,443	1,088,458					13,369,126
Staff Benefits	10,072,481	711,008	586,092					11,369,581
General Expense	624,739							624,739
Printing	13,000							13,000
Telecommunications	420,500							420,500
Postage	87,000							87,000
Insurance	24,000							24,000
Travel in State	43,000							43,000
Travel Out of State	-							-
Training	79,830							79,830
Security	12,350							12,350
Facilities Operations	313,524							313,524
Utilities	1,000							1,000
Contracted Services	1,799,506							1,799,506
Consulting and Professional Services - County Provided	638,000							638,000
Information Technology (IT)	1,547,059							1,547,059
Major Equipment	1,213,151							1,213,151
Other Items of Expense	26,150							26,150
Juror Costs	60,500							60,500
Other	1,500							1,500
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment	1,162							1,162
TOTAL EXPENDITURES	27,938,677	2,031,451	1,674,550	-	-	-	-	31,644,678
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)								-
Ending Balance (Deficit)	(1,016,931)	-	-	-	-	-	-	(1,016,931)

Application for TCTF Funds Held on Behalf of the Court

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

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

APPLICATION FOR TCTF FUNDS HELD ON BEHALF OF THE COURT

Please check the type of request:		
<input checked="" type="checkbox"/> NEW REQUEST <i>(Complete Section I, III, and IV only.)</i> <input type="checkbox"/> AMENDED REQUEST <i>(Complete Sections I through IV.)</i>		
SECTION I: GENERAL INFORMATION		
SUPERIOR COURT: Placer	PERSON AUTHORIZING REQUEST <i>(Presiding Judge or Court Executive Officer):</i> Jake Chatters	
	CONTACT PERSON AND CONTACT INFO: Julie Kelly jkelly@placer.courts.ca.gov	
DATE OF SUBMISSION: 8/11/2022	TIME PERIOD COVERED BY THE REQUEST, INCLUDING CONTRIBUTION AND EXPENDITURE:	REQUESTED AMOUNT: \$80,000
REASON FOR REQUEST <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> Several administrative and operational divisions/departments will be relocated and redesigned to allow more desk/cubicle spaces. A training room will be repurposed into a triple-divided storage room, and a current storage area will be redesigned with staff cubicle areas to make room for expanding court reporters and interpreters. A conference room will be repurposed to accommodate a case settlement meeting area for attorneys and litigants. And the current IT Department will be converted to a computer-based training room to support onboarding and ongoing training.		
SECTION II: AMENDED REQUEST CHANGES		
A. Identify sections and answers amended.		
B. Provide a summary of the changes to the request.		
SECTION III: TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE		
A. Explain why the request does not fit within the court's annual operational budget process and the three-year encumbrance term. The Court must make infrastructure modifications to support an increase in staffing. The court initiated procurement activities in FY 2021/2022, including conducting a competitive procurement to build, furnish and install cubicles and divided storage areas. Due to clarifying questions necessary during the procurement, the effort did not conclude by June 30, 2022. The court is requesting to have the funds that were intended to be encumbered in this effort be held in the TCTF on its behalf.		

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 recent equity, judgeship and court reporter funding increases will allow the court to expand staffing levels to support increased availability of family law and civil trials, address workload changes, and an expansion of the clerk's office hours. An increase in operational staff will also bring an increased need for administrative and information technology support staff.

To accommodate these additional staff, the court needs to repurpose existing areas and relocate smaller divisions to make greatest use of available space at the Gibson Courthouse.

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

N/A

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

Divisional work areas in the court are already stretched past capacity which has caused staff of like units to be separated from one another. This causes delayed workflow, disruptive communications and confusion for internal stakeholders.

The court also desires to provide additional space for the expanded number of court reporter positions and an areas that allows interpreters to perform remote interpretations (when required) from a quiet environment.

Failure to proceed with this effort will perpetuate the existing inefficiencies in staff functions.

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

Delays in workflow, disruptive communications and confusion for internal stakeholders could cause interruptions to courtroom operations and front counter processing. Court interpreters are required to be located in a compliant, segregated area when performing remote interpretations. Without these infrastructure modifications, court interpreters and court reporters would have to relocate on a daily basis.

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 funds in the TCTF is the preferred option at this time in order to utilize funds planned for this purpose from 2021/2022.

SECTION IV: FINANCIAL INFORMATION

If a cost efficiency, please provide cost comparison

Status Quo		Select Fiscal Year ▼			
GL Account	Description	Amount	Amount	Amount	Amount
N/A	Dedicated Revenue Stream (if applicable)				
900000	Salaries				
910000	Staff Benefits				
920001	General Expense				
924000	Printing				
925000	Telecommunications				
926000	Postage				
928000	Insurance				
929000	Travel in State				
931000	Travel Out of State				
933000	Training				
934000	Security				
935000	Facilities Operations				
936000	Utilities				
938000	Contracted Services				
940000	Consulting and Professional Services - County Provided				
943000	Information Technology (IT)				
945000	Major Equipment				
950000	Other Items of Expense				
972000	Other				
973000	Debt Service				
983000	Court Construction				
990000	Distributed Administration & Allocation				
Net Revenue (Expense)		-	-	-	-

Proposed Project		Amount	Amount	Amount	Amount
GL Account	Description	Amount	Amount	Amount	Amount
N/A	Dedicated Revenue Stream (if applicable)				
900000	Salaries				
910000	Staff Benefits				
920001	General Expense				
924000	Printing				
925000	Telecommunications				
926000	Postage				
928000	Insurance				
929000	Travel in State				
931000	Travel Out of State				
933000	Training				
934000	Security				
935000	Facilities Operations				
936000	Utilities				
938000	Contracted Services				
940000	Consulting and Professional Services - County Provided				
943000	Information Technology (IT)				
945000	Major Equipment				
950000	Other Items of Expense				
972000	Other				
973000	Debt Service				
983000	Court Construction				
990000	Distributed Administration & Allocation				
Net Revenue (Expense)		-	-	-	-

Cumulative Cost Savings	-	-	-	-
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If a cost efficiency, please provide cost comparison

Status Quo		Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼
GL Account	Description	Amount	Amount	Amount
N/A	Dedicated Revenue Stream (if applicable)			
900000	Salaries			
910000	Staff Benefits			
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925000	Telecommunications			
926000	Postage			
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931000	Travel Out of State			
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934000	Security			
935000	Facilities Operations			
936000	Utilities			
938000	Contracted Services			
940000	Consulting and Professional Services - County Provided			
943000	Information Technology (IT)			
945000	Major Equipment			
950000	Other Items of Expense			
972000	Other			
973000	Debt Service			
983000	Court Construction			
990000	Distributed Administration & Allocation			
Net Revenue (Expense)		-	-	-

Proposed Project		Amount	Amount	Amount
GL Account	Description	Amount	Amount	Amount
N/A	Dedicated Revenue Stream (if applicable)			
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910000	Staff Benefits			
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933000	Training			
934000	Security			
935000	Facilities Operations			
936000	Utilities			
938000	Contracted Services			
940000	Consulting and Professional Services - County Provided			
943000	Information Technology (IT)			
945000	Major Equipment			
950000	Other Items of Expense			
972000	Other			
973000	Debt Service			
983000	Court Construction			
990000	Distributed Administration & Allocation			
Net Revenue (Expense)		-	-	-

Cumulative Cost Savings	-		
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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	316,343	484,877	-	-	-	311,332		1,112,552
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Expenditures	22,172,094	109,508	589,197	-	-	569,577	-	23,440,376
Operating Transfers In (Out)	382,028	16,212	(796)	-	-	(397,444)		-
Ending Fund Balance	478,119	552,615	-	-	-	170,580	-	1,201,314

FY 2020-21	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance	478,118	552,615	-	-	-	170,581		1,201,314
Revenues	21,492,515	137,415	426,467	-	-	826,640	-	22,883,037
Expenditures	20,741,068	72,485	435,044	-	-	647,243		21,895,840
Operating Transfers In (Out)	(6,481)	(2,096)	8,577	-	-	-	-	-
Ending Fund Balance	1,223,084	615,449	-	-	-	349,978	-	2,188,511

FY 2021-22	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
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Revenues	24,129,198	512,507	330,734	-	-	939,113	-	25,911,552
Expenditures	23,485,999	450,396	334,500	-	-	763,118	-	25,034,013
Operating Transfers In (Out)	(8,245)	4,479	3,766	-	-	-	-	-
Ending Fund Balance	1,858,038	682,038	-	-	-	525,973	-	3,066,049

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

	FY 2022-23		FUNDS					
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources	26,651,810	659,478						27,311,288
Grants			1,674,550					1,674,550
Other Financing Sources	269,936	1,371,973						1,641,909
TOTAL REVENUES	26,921,746	2,031,451	1,674,550	-	-	-	-	30,627,747
EXPENDITURES								
Salaries	10,960,225	1,320,443	1,088,458					13,369,126
Staff Benefits	10,072,481	711,008	586,092					11,369,581
General Expense	624,739							624,739
Printing	13,000							13,000
Telecommunications	420,500							420,500
Postage	87,000							87,000
Insurance	24,000							24,000
Travel in State	43,000							43,000
Travel Out of State	-							-
Training	79,830							79,830
Security	12,350							12,350
Facilities Operations	313,524							313,524
Utilities	1,000							1,000
Contracted Services	1,799,506							1,799,506
Consulting and Professional Services - County Provided	638,000							638,000
Information Technology (IT)	1,547,059							1,547,059
Major Equipment	1,213,151							1,213,151
Other Items of Expense	26,150							26,150
Juror Costs	60,500							60,500
Other	1,500							1,500
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment	1,162							1,162
TOTAL EXPENDITURES	27,938,677	2,031,451	1,674,550	-	-	-	-	31,644,678
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)								-
Ending Balance (Deficit)	(1,016,931)	-	-	-	-	-	-	(1,016,931)

Application for TCTF Funds Held on Behalf of the Court

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

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

APPLICATION FOR TCTF FUNDS HELD ON BEHALF OF THE COURT

Please check the type of request:

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

AMENDED REQUEST (Complete Sections I through IV.)



SECTION I: GENERAL INFORMATION

SUPERIOR COURT: San Benito PERSON AUTHORIZING REQUEST (Presiding Judge or Court Executive Officer): Tarry Singh, Court Executive Officer

CONTACT PERSON AND CONTACT INFO: Tarry Singh, (831) 636-4057 x 211

DATE OF SUBMISSION: 10/5/2022 TIME PERIOD COVERED BY THE REQUEST, INCLUDING CONTRIBUTION AND EXPENDITURE: FY 21-22 THROUGH FY 25-26 REQUESTED AMOUNT: \$709,532

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

In support of the expansion goals of the Superior Court of California, County of San Benito ("Court"), the Court respectfully request that the Judicial Council hold the requested amount of \$709,532 on the Court's behalf. The requested amount will be used to make modifications and upgrades to our existing facility as further described below.

Facilities upgrade

The Court requires modification to the existing Jury Assembly Room, Resource Room, Bench Officer's Chambers, and Family Court Service Center as part of the Court's need to create a new courtroom to accommodate a large jury panel, new chambers for visiting judges, maintenance for existing chambers, and necessary retrofitting of Family court Services.

Generator

The Court is in need of a generator to supply electrical power during a power outage and to prevent discontinuity of court operations or disruption of business operations.

SECTION II: AMENDED REQUEST CHANGES

A. Identify sections and answers amended.

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

SECTION III: TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE

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

The 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.

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?

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.

Generator

The request would provide an emergency back-up power supply to allow continuity of court operations in the event of a power supply failure.

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.

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.

Generator. If the request is not approved, the Court will be unable to continue daily court operations in the event of a power supply failure.

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

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.

Generator. If the request is not approved, the Court will be unable to continue daily court operations in the event of a power supply failure resulting in the public having untimely resolution of hearings, access to their case information and can result in delays to timely filings.

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

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.

Generator. If the Court's request is not approved, the Court would likely defer installation of a generator until a power supply failure, resulting in disruption to court operations. In that case, the Court would likely have to shift funding from other Court priorities.

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.

If a cost efficiency, please provide cost comparison

Status Quo		Select Fiscal Year ▼			
GL Account	Description	Amount	Amount	Amount	Amount
N/A	Dedicated Revenue Stream (if applicable)				
900000	Salaries				
910000	Staff Benefits				
920001	General Expense				
924000	Printing				
925000	Telecommunications				
926000	Postage				
928000	Insurance				
929000	Travel in State				
931000	Travel Out of State				
933000	Training				
934000	Security				
935000	Facilities Operations				
936000	Utilities				
938000	Contracted Services				
940000	Consulting and Professional Services - County Provided				
943000	Information Technology (IT)				
945000	Major Equipment				
950000	Other Items of Expense				
972000	Other				
973000	Debt Service				
983000	Court Construction				
990000	Distributed Administration & Allocation				
Net Revenue (Expense)		-	-	-	-

Proposed Project		Amount	Amount	Amount	Amount
GL Account	Description	Amount	Amount	Amount	Amount
N/A	Dedicated Revenue Stream (if applicable)				
900000	Salaries				
910000	Staff Benefits				
920001	General Expense				
924000	Printing				
925000	Telecommunications				
926000	Postage				
928000	Insurance				
929000	Travel in State				
931000	Travel Out of State				
933000	Training				
934000	Security				
935000	Facilities Operations				
936000	Utilities				
938000	Contracted Services				
940000	Consulting and Professional Services - County Provided				
943000	Information Technology (IT)				
945000	Major Equipment				
950000	Other Items of Expense				
972000	Other				
973000	Debt Service				
983000	Court Construction				
990000	Distributed Administration & Allocation				
Net Revenue (Expense)		-	-	-	-

Cumulative Cost Savings	-	-	-	-
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If a cost efficiency, please provide cost comparison

Status Quo		Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼
GL Account	Description	Amount	Amount	Amount
N/A	Dedicated Revenue Stream (if applicable)			
900000	Salaries			
910000	Staff Benefits			
920001	General Expense			
924000	Printing			
925000	Telecommunications			
926000	Postage			
928000	Insurance			
929000	Travel in State			
931000	Travel Out of State			
933000	Training			
934000	Security			
935000	Facilities Operations			
936000	Utilities			
938000	Contracted Services			
940000	Consulting and Professional Services - County Provided			
943000	Information Technology (IT)			
945000	Major Equipment			
950000	Other Items of Expense			
972000	Other			
973000	Debt Service			
983000	Court Construction			
990000	Distributed Administration & Allocation			
Net Revenue (Expense)		-	-	-

Proposed Project		Amount	Amount	Amount
GL Account	Description	Amount	Amount	Amount
N/A	Dedicated Revenue Stream (if applicable)			
900000	Salaries			
910000	Staff Benefits			
920001	General Expense			
924000	Printing			
925000	Telecommunications			
926000	Postage			
928000	Insurance			
929000	Travel in State			
931000	Travel Out of State			
933000	Training			
934000	Security			
935000	Facilities Operations			
936000	Utilities			
938000	Contracted Services			
940000	Consulting and Professional Services - County Provided			
943000	Information Technology (IT)			
945000	Major Equipment			
950000	Other Items of Expense			
972000	Other			
973000	Debt Service			
983000	Court Construction			
990000	Distributed Administration & Allocation			
Net Revenue (Expense)		-	-	-

Cumulative Cost Savings	-		
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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								-
Revenues	3,959,517	66,089	397,064					4,422,670
Expenditures	4,205,444	48,439	401,241					4,655,124
Operating Transfers In (Out)	(4,176)		4,176					-
Ending Fund Balance	(250,104)	17,650	0	-	-	-	-	(232,453)

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

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

	FY 2022-23		FUNDS					
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources	3,959,517	66,089						4,025,606
Grants			397,064					397,064
Other Financing Sources								-
TOTAL REVENUES	3,959,517	66,089	397,064	-	-	-	-	4,422,670
EXPENDITURES								
Salaries	1,807,992		183,426					1,991,418
Staff Benefits	805,686		122,265					927,951
General Expense	112,412		11,287					123,699
Printing	18,421							18,421
Telecommunications	13,032		479					13,511
Postage	5,304							5,304
Insurance	3,405							3,405
Travel in State	5,737							5,737
Travel Out of State								-
Training	270							270
Security	-							-
Facilities Operations	219,259		695					219,953
Utilities								-
Contracted Services	1,052,971	48,439	9,715					1,111,125
Consulting and Professional Services - County Provided	270							270
Information Technology (IT)	204,018							204,018
Major Equipment								-
Other Items of Expense								-
Juror Costs	-							-
Other	100							100
Debt Service								-
Court Construction								-
Distributed Administration & Allocation	35,000							35,000
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	4,283,875	48,439	327,867	-	-	-	-	4,660,181
Operating Transfers In (Out)	(4,176)		4,176					-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	1,724,807	64,370	-					1,789,177
Ending Balance (Deficit)	1,396,272	82,020	73,374	-	-	-	-	1,551,667

Current detailed budget projection on behalf of the court

	FY 2023-24		FUNDS					
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources	4,078,302	68,072						4,146,374
Grants			408,976					408,976
Other Financing Sources								-
TOTAL REVENUES	4,078,302	68,072	408,976	-	-	-	-	4,555,350
EXPENDITURES								
Salaries	1,862,232		188,928					2,051,160
Staff Benefits	829,857		125,933					955,789
General Expense	115,784		11,626					127,410
Printing	18,974		-					18,974
Telecommunications	13,423		493					13,916
Postage	5,463		-					5,463
Insurance	3,507		-					3,507
Travel in State	5,909		-					5,909
Travel Out of State			-					-
Training	278		-					278
Security	-		-					-
Facilities Operations	225,836		716					226,552
Utilities			-					-
Contracted Services	1,084,560	49,892	10,007					1,144,459
Consulting and Professional Services - County Provided	278		-					278
Information Technology (IT)	210,138		-					210,138
Major Equipment			-					-
Other Items of Expense			-					-
Juror Costs	-		-					-
Other	103		-					103
Debt Service			-					-
Court Construction			-					-
Distributed Administration & Allocation	36,050		-					36,050
Prior Year Expense Adjustment			-					-
TOTAL EXPENDITURES	4,412,391	49,892	337,703	-	-	-	-	4,799,986
Operating Transfers In (Out)	(4,302)		4,302					-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	1,396,272	82,020	73,374	-	-	-	-	1,551,667
Ending Balance (Deficit)	1,057,881	100,200	148,950	-	-	-	-	1,307,031

Current detailed budget projection:

	FY 2024-25		FUNDS					
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources	4,200,651	70,114						4,270,765
Grants			421,245					421,245
Other Financing Sources								-
TOTAL REVENUES	4,200,651	70,114	421,245	-	-	-	-	4,692,011
EXPENDITURES								
Salaries	1,918,099		194,596					2,112,695
Staff Benefits	854,752		129,711					984,463
General Expense	119,258		11,974					131,232
Printing	19,543		-					19,543
Telecommunications	13,826		508					14,334
Postage	5,627		-					5,627
Insurance	3,612		-					3,612
Travel in State	6,086		-					6,086
Travel Out of State	-		-					-
Training	286		-					286
Security	-		-					-
Facilities Operations	232,612		737					233,349
Utilities	-		-					-
Contracted Services	1,117,096	51,389	10,307					1,178,792
Consulting and Professional Services - County Provided	286		-					286
Information Technology (IT)	216,442		-					216,442
Major Equipment	-		-					-
Other Items of Expense	-		-					-
Juror Costs	-		-					-
Other	106		-					106
Debt Service	-		-					-
Court Construction	-		-					-
Distributed Administration & Allocation	37,132		-					37,132
Prior Year Expense Adjustment			-					-
TOTAL EXPENDITURES	4,544,763	51,389	347,834	-	-	-	-	4,943,986
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	1,057,881	100,200	148,950	-	-	-	-	1,307,031
Ending Balance (Deficit)	713,769	118,925	222,361	-	-	-	-	1,055,056

Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - 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)	713,769	118,925	222,361	-	-	-	-	1,055,056
Ending Balance (Deficit)	713,769	118,925	222,361	-	-	-	-	1,055,056

Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - 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)	713,769	118,925	222,361	-	-	-	-	1,055,056
Ending Balance (Deficit)	713,769	118,925	222,361	-	-	-	-	1,055,056

Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - 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)	713,769	118,925	222,361	-	-	-	-	1,055,056
Ending Balance (Deficit)	713,769	118,925	222,361	-	-	-	-	1,055,056

Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - 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)	713,769	118,925	222,361	-	-	-	-	1,055,056
Ending Balance (Deficit)	713,769	118,925	222,361	-	-	-	-	1,055,056

Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - 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)	713,769	118,925	222,361	-	-	-	-	1,055,056
Ending Balance (Deficit)	713,769	118,925	222,361	-	-	-	-	1,055,056

Application for TCTF Funds Held on Behalf of the Court

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

Expenses Category		Amount
GL Account	Description	
900000	Salaries	
910000	Staff Benefits	
920001	General Expense	
924000	Printing	
925000	Telecommunications	
926000	Postage	
928000	Insurance	
929000	Travel in State	
931000	Travel Out of State	
933000	Training	
934000	Security	
935000	Facilities Operations	
936000	Utilities	
938000	Contracted Services	709,532
940000	Consulting and Professional Services - County Provided	
943000	Information Technology (IT)	
945000	Major Equipment	
950000	Other Items of Expense	
972000	Other	
973000	Debt Service	
983000	Court Construction	
990000	Distributed Administration & Allocation	
Total		709,532

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 ▼	FY 2023-24 ▼	FY 2024-25 ▼	Select Fiscal Year ▼	Total			
Contribution	709,532								709,532
Expenditures		60,000	474,766	174,766					709,532
Cumulative Balance	709,532	649,532	174,766	-	-	-	-	-	-

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

September 21, 2022

Subject: Application for TCTF Funds Held on Behalf of the Court

Please find attached the court's application for TCTF Funds Held on Behalf of the Court

The Superior Court of San Luis Obispo County is requesting that funds be held in excess of the 3% fund balance cap in FY 2021-22 totaling \$471,740. The court requests the use of these funds to accomplish three important one-time projects that, due to the high dollar value of each projects and the uncertain nature of annual budgeting, do not otherwise fit within the court's annual operating budget.

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

Sincerely,

A handwritten signature in blue ink that reads "Michael Powell".

Michael Powell
Court Executive Officer
Superior Court of California
San Luis Obispo County

APPLICATION FOR TCTF FUNDS HELD ON BEHALF OF THE COURT

Please check the type of request:

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

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



SECTION I: GENERAL INFORMATION

SUPERIOR COURT:

San Luis Obispo

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

Michael Powell, Court Executive Officer (CEO)

CONTACT PERSON AND CONTACT INFO:

Geoff O'Quest, CFO, 805/706-3628, geoff.oquest@slo.courts.ca.gov

DATE OF SUBMISSION:

9/21/2022

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

FY 2021-22-23 THROUGH FY 2023-24

REQUESTED AMOUNT:

\$ 471,740

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

The San Luis Obispo Superior Court is requesting a total of \$471,740 for three projects.

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.

2. Courtroom Technology Upgrades: \$121,740

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.

3. Court Van Replacement: \$53,405

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.

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 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 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.
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.
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.

If a cost efficiency, please provide cost comparison

Status Quo		Select Fiscal Year ▼			
GL Account	Description	Amount	Amount	Amount	Amount
N/A	Dedicated Revenue Stream (if applicable)				
900000	Salaries				
910000	Staff Benefits				
920001	General Expense				
924000	Printing				
925000	Telecommunications				
926000	Postage				
928000	Insurance				
929000	Travel in State				
931000	Travel Out of State				
933000	Training				
934000	Security				
935000	Facilities Operations				
936000	Utilities				
938000	Contracted Services				
940000	Consulting and Professional Services - County Provided				
943000	Information Technology (IT)				
945000	Major Equipment				
950000	Other Items of Expense				
972000	Other				
973000	Debt Service				
983000	Court Construction				
990000	Distributed Administration & Allocation				
Net Revenue (Expense)		-	-	-	-

Proposed Project		Amount	Amount	Amount	Amount
GL Account	Description	Amount	Amount	Amount	Amount
N/A	Dedicated Revenue Stream (if applicable)				
900000	Salaries				
910000	Staff Benefits				
920001	General Expense				
924000	Printing				
925000	Telecommunications				
926000	Postage				
928000	Insurance				
929000	Travel in State				
931000	Travel Out of State				
933000	Training				
934000	Security				
935000	Facilities Operations				
936000	Utilities				
938000	Contracted Services				
940000	Consulting and Professional Services - County Provided				
943000	Information Technology (IT)				
945000	Major Equipment				
950000	Other Items of Expense				
972000	Other				
973000	Debt Service				
983000	Court Construction				
990000	Distributed Administration & Allocation				
Net Revenue (Expense)		-	-	-	-

Cumulative Cost Savings	-	-	-	-
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If a cost efficiency, please provide cost comparison

Status Quo		Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼
GL Account	Description	Amount	Amount	Amount
N/A	Dedicated Revenue Stream (if applicable)			
900000	Salaries			
910000	Staff Benefits			
920001	General Expense			
924000	Printing			
925000	Telecommunications			
926000	Postage			
928000	Insurance			
929000	Travel in State			
931000	Travel Out of State			
933000	Training			
934000	Security			
935000	Facilities Operations			
936000	Utilities			
938000	Contracted Services			
940000	Consulting and Professional Services - County Provided			
943000	Information Technology (IT)			
945000	Major Equipment			
950000	Other Items of Expense			
972000	Other			
973000	Debt Service			
983000	Court Construction			
990000	Distributed Administration & Allocation			
Net Revenue (Expense)		-	-	-

Proposed Project		Amount	Amount	Amount
GL Account	Description	Amount	Amount	Amount
N/A	Dedicated Revenue Stream (if applicable)			
900000	Salaries			
910000	Staff Benefits			
920001	General Expense			
924000	Printing			
925000	Telecommunications			
926000	Postage			
928000	Insurance			
929000	Travel in State			
931000	Travel Out of State			
933000	Training			
934000	Security			
935000	Facilities Operations			
936000	Utilities			
938000	Contracted Services			
940000	Consulting and Professional Services - County Provided			
943000	Information Technology (IT)			
945000	Major Equipment			
950000	Other Items of Expense			
972000	Other			
973000	Debt Service			
983000	Court Construction			
990000	Distributed Administration & Allocation			
Net Revenue (Expense)		-	-	-

Cumulative Cost Savings	-		
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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 cc

	FY 2021-22		FUNDS					
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources	18,651,282	335,775	-					18,987,057
Grants	-	-	274,718					274,718
Other Financing Sources	864,733	653,313	-					1,518,046
TOTAL REVENUES	19,516,014	989,088	274,718	-	-	-	-	20,779,820
EXPENDITURES								
Salaries	10,033,910	21,648	106,565					10,162,124
Staff Benefits	6,159,619	25,364	92,777					6,277,760
General Expense	422,355	658	107					423,120
Printing	20,503	-	-					20,503
Telecommunications	176,038	-	-					176,038
Postage	43,081	-	-					43,081
Insurance	7,934	-	-					7,934
Travel in State	11,151	-	-					11,151
Travel Out of State	8,416	-	-					8,416
Training	13,439	-	-					13,439
Security	3,657	1,500	-					5,157
Facilities Operations	29,941	88,970	-					118,911
Utilities	-	-	-					-
Contracted Services	1,184,651	476,289	35,401					1,696,342
Consulting and Professional Services - County Provided	229,913	230,824	-					460,737
Information Technology (IT)	539,244	3,120	-					542,364
Major Equipment	2,410	-	-					2,410
Other Items of Expense	2,103	-	-					2,103
Juror Costs	59,134	-	-					59,134
Other	-	-	-					-
Debt Service	-	-	-					-
Court Construction	-	-	-					-
Distributed Administration & Allocation	(39,868)	-	39,868					-
Prior Year Expense Adjustment	257							257
TOTAL EXPENDITURES	18,907,890	848,374	274,718	-	-	-	-	20,030,982
Operating Transfers In (Out)	(11,844)	11,844	-					-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	532,865	1,972,589	-					2,505,454
Ending Balance (Deficit)	1,129,147	2,125,147	(0)	-	-	-	-	3,254,293

Current detailed budget projection on behalf of the court

	FY 2022-23		FUNDS					
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources	20,594,701	370,000	-					20,964,701
Grants	-	-	298,366					298,366
Other Financing Sources	320,500	659,065	-					979,565
TOTAL REVENUES	20,915,201	1,029,065	298,366	-	-	-	-	22,242,632
EXPENDITURES								
Salaries	11,333,863	22,954	120,280					11,477,098
Staff Benefits	6,780,370	26,947	102,086					6,909,403
General Expense	500,000	700	-					500,700
Printing	22,000	-	-					22,000
Telecommunications	18,000	-	-					18,000
Postage	45,000	-	-					45,000
Insurance	8,000	-	-					8,000
Travel in State	10,000	-	-					10,000
Travel Out of State	10,000	-	-					10,000
Training	15,000	-	-					15,000
Security	4,000	1,500	-					5,500
Facilities Operations	-	90,000	-					90,000
Utilities	-	-	-					-
Contracted Services	1,268,800	500,000	36,000					1,804,800
Consulting and Professional Services - County Provided	300,000	230,000	-					530,000
Information Technology (IT)	552,862	-	-					552,862
Major Equipment	-	-	-					-
Other Items of Expense	-	-	-					-
Juror Costs	60,000	-	-					60,000
Other	-	-	-					-
Debt Service	-	-	-					-
Court Construction	-	-	-					-
Distributed Administration & Allocation	(40,000)	-	40,000					-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	20,887,895	872,101	298,366	-	-	-	-	22,058,362
Operating Transfers In (Out)	(12,000)	12,000	-					-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	1,129,147	2,125,147	(0)	-	-	-	-	3,254,293
Ending Balance (Deficit)	1,144,452	2,294,111	(0)	-	-	-	-	3,438,563

Current detailed budget projection:

	FY 2023-24		FUNDS					
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources	21,418,489	384,800						21,803,289
Grants	-	-	310,301					310,301
Other Financing Sources	300,000	685,428						985,428
TOTAL REVENUES	21,718,489	1,070,228	310,301	-	-	-	-	23,099,017
EXPENDITURES								
Salaries	11,900,556	23,872	125,091					12,049,520
Staff Benefits	7,119,388	28,025	106,170					7,253,583
General Expense	520,000	750	-					520,750
Printing	22,880	-	-					22,880
Telecommunications	18,720	-	-					18,720
Postage	46,800	-	-					46,800
Insurance	8,320	-	-					8,320
Travel in State	10,400	-	-					10,400
Travel Out of State	10,400	-	-					10,400
Training	15,600	-	-					15,600
Security	4,160	1,560	-					5,720
Facilities Operations	-	93,600	-					93,600
Utilities	-	-	-					-
Contracted Services	1,319,552	520,000	37,039					1,876,591
Consulting and Professional Services - County Provided	320,000	240,000	-					560,000
Information Technology (IT)	600,000	-	-					600,000
Major Equipment	-	-	-					-
Other Items of Expense	-	-	-					-
Juror Costs	62,400	-	-					62,400
Other	-	-	-					-
Debt Service	-	-	-					-
Court Construction	-	-	-					-
Distributed Administration & Allocation	(42,000)	-	42,000					-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	21,937,177	907,807	310,300	-	-	-	-	23,155,284
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	1,144,452	2,294,111	(0)	-	-	-	-	3,438,563
Ending Balance (Deficit)	925,764	2,456,532	0	-	-	-	-	3,382,296

Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - 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)	925,764	2,456,532	0	-	-	-	-	3,382,296
Ending Balance (Deficit)	925,764	2,456,532	0	-	-	-	-	3,382,296

Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - 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)	925,764	2,456,532	0	-	-	-	-	3,382,296
Ending Balance (Deficit)	925,764	2,456,532	0	-	-	-	-	3,382,296

Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - 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)	925,764	2,456,532	0	-	-	-	-	3,382,296
Ending Balance (Deficit)	925,764	2,456,532	0	-	-	-	-	3,382,296

Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - 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)	925,764	2,456,532	0	-	-	-	-	3,382,296
Ending Balance (Deficit)	925,764	2,456,532	0	-	-	-	-	3,382,296

Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - 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)	925,764	2,456,532	0	-	-	-	-	3,382,296
Ending Balance (Deficit)	925,764	2,456,532	0	-	-	-	-	3,382,296

Application for TCTF Funds Held on Behalf of the Court

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

Expenses Category		Amount
GL Account	Description	
900000	Salaries	
910000	Staff Benefits	
920001	General Expense	
922605	Modular Furniture (Minor Equipment)	256,595
924000	Printing	
925000	Telecommunications	
926000	Postage	
928000	Insurance	
929000	Travel in State	
931000	Travel Out of State	
933000	Training	
934000	Security	
935000	Facilities Operations	
936000	Utilities	
938000	Contracted Services	
940000	Consulting and Professional Services - County Provided	
943000	Information Technology (IT)	
945000	Major Equipment	
945205	Purchase of Court Vehicle	53,405
945206	Modular Furniture (Major Equipment)	40,000
945208	Equipment Systems	121,740
950000	Other Items of Expense	
972000	Other	
973000	Debt Service	
983000	Court Construction	
990000	Distributed Administration & Allocation	
Total		471,740

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	▼ 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	▼ 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	▼ 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	▼ Total				
Contribution	471,740	-	-	-	-				471,740
Expenditures	-	103,405	368,335	-	-				471,740
Cumulative Balance	471,740	368,335	-	-	-	-	-	-	-

Summary of Requests for Trial Court Trust Fund Funds to be Held on Behalf of the Court (Amended Requests)

Table 2: Amended Requests for Judicial Council Consideration at its January 20, 2023 Business Meeting

Court	Does Request Change \$\$	If Yes - \$\$ Change +/-	Current Approved Requests by Fiscal Year						Total Request	Amended Requests by Fiscal Year			Total Request	Category	High-Level Summary	
			2015-16	2016-17	2017-18	2018-19	2019-20	2020-21		2022-23	2023-24	2024-25				
Kern	No	\$ -	\$ 676,688				\$ 1,152,436		\$ 1,829,124		\$ 1,829,124		\$ 1,829,124	IT	CMS Project	
Mono	Yes	40,000		40,000		127,532			167,532			207,532	207,532	Facilities	Audio visual	
Mono	No	-					105,000		105,000	45,000	30,000	30,000	105,000	IT	CMS interfacing	
Mono	Yes	35,000					35,000		35,000	35,000	35,000		70,000	IT	Digitize files	
Mono	Yes	10,000			40,000	20,000			60,000		70,000		70,000	Facilities	Vehicle	
Monterey	Yes	107,953					221,493		221,493		329,446		329,446	IT	Computer system sharing and maintenance	
Monterey	Yes	50,000					169,454	77,641	247,095	297,095			297,095	Facilities	Landscaping and parking lot repairs	
San Mateo	Yes	300,000			208,123	12,867	134,983	4,942	360,915	660,915			660,915	Facilities	Flooring repair and replacement	
San Mateo	Yes	673,054			1,660,000				1,660,000		2,333,054		2,333,054	Facilities	New builds	
\$ 1,216,007			\$ 676,688	\$ 40,000	\$ 1,908,123	\$ 160,399	\$ 1,818,366	\$ 82,583	\$ 4,686,159	\$ 1,038,010	\$ 4,626,624	\$ 237,532	\$ 5,902,166			
									\$4,686,159				\$5,902,166			
Difference Between Amended and Original Requests														\$1,216,007		

APPLICATION FOR TCTF FUNDS HELD ON BEHALF OF THE COURT

Please check the type of request:		
<input type="checkbox"/> NEW REQUEST <i>(Complete Section I, III, and IV only.)</i> <input checked="" type="checkbox"/> AMENDED REQUEST <i>(Complete Sections I through IV.)</i>		
SECTION I: GENERAL INFORMATION		
SUPERIOR COURT: Kern	PERSON AUTHORIZING REQUEST <i>(Presiding Judge or Court Executive Officer):</i> Tamarah Harber-Pickens, Court Executive Officer	
	CONTACT PERSON AND CONTACT INFO: Travis Andreas, Deputy CEO – Finance travis.andreas@kern.courts.ca.gov	
DATE OF SUBMISSION: 8/16/2022	TIME PERIOD COVERED BY THE REQUEST, INCLUDING CONTRIBUTION AND EXPENDITURE: JULY 1, 2022 THROUGH JUNE 30, 2024	REQUESTED AMOUNT: \$ 1,829,124 (previously held) \$ 0 (added) \$ 1,829,124 (Total)
REASON FOR REQUEST <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 Superior Court, County of Kern, entered into a contract with Tyler Technologies, Inc. to replace its antiquated, legacy case management system provided by the County for the last 30-years. The intent was that the new system would enhance court operations by providing a single case management system for all case types improving the operations of the Court, providing for a fully integrated system using new technology including digital file storage, e-filing, and other similar state-of-the-art enhancements. Other courts, as well as Kern, have not received the expected service level from Tyler for some time. The support issues continue to be of concern and is expected only to continue; therefore, the Court officially cancelled future criminal, juvenile, and traffic CMS conversion with Tyler. The Court signed an agreement with Journal Technologies to migrate to e-Court. The Court has been actively involved in this process, but expenses for the conversion were not recognized when expected because the majority of the expense will be recognized at the go-live date. The court estimaes the conversion to be about \$3.26 million.</p> <p>It is respectfully requested that the Superior Court, County of Kern, be allowed carry over funds held to use for the continued conversion of the case management system.</p>		
SECTION II: AMENDED REQUEST CHANGES		
A. Identify sections and answers amended.		
<p>Amendment 7 -Section I - REQUESTED AMOUNT (was \$1,829,124 plus: \$0 added = \$1,829,124) <i>Amendment 6 -Section I - REQUESTED AMOUNT (was \$676,688 plus: \$1,152,436 added = \$1,829,124)</i> <i>Amendment 5 -Section I - REQUESTED AMOUNT (was \$676,688 less: \$0 spent = \$676,688)</i> <i>Amendment 4 -Section I - REQUESTED AMOUNT (was \$677,378 less: \$690 spent = \$676,688)</i> <i>Amendment 3 -Section I - REQUESTED AMOUNT (was \$677,378 less: \$0 spent = \$677,378)</i> <i>Amendment 2 -Section I - REQUESTED AMOUNT (was \$830,528 less: \$153,150 spent = \$677,378)</i> <i>Amendment 1 -Section I - REQUESTED AMOUNT (was \$895,286 less: \$64,758 = \$830,528)</i></p>		
B. Provide a summary of the changes to the request.		
<p>Generally, the changes have been to extend the time frame for use of funds held, and we are currently asking to extend the time frame for use of funds held.</p>		
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 Superior Court, County of Kern, like many other courts in California, was anticipating the a new case management system with the launch of CCMS. With the demise of this project, the Court utilized its reserve balances to fund a vendor solution based on a recently approved MSA. The MSA provided for case management solutions from four approved vendors, including Tyler Technologies, Inc. These one-time funding resources were accumulated from operational savings accrued over the years and would be impossible to replace in the short term. To replace the encumbered funds, the Court would be required to implement reductions in staffing and service levels to save the necessary resources from operational budgets. The combination of carried over funds held and contract timing did not allow for it to fit within the identified processes.

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?

A new case management system will have a significant operational impact on the courts. The new system will include e-filing capabilities, integration with a digital document management system, and other similar functionality that have been proven by other Courts in California and the United States to improve efficiency and effectiveness of court operations; therefore reducing staff resources directed towards system use. Reporting capabilities will also be greatly enhanced.

- 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 be forced to continue to use a dilapidated legacy case management system and, Tyler system, where support is significantly lacking. This would amount to a lack of organizational effectiveness and continue to reduce efficiency. This ultimately limits access to justice, which hinders the Court's operational mission.

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

The current criminal and traffic case management system does not provide for e-filing or digital document storage. Additionally, the distribution limitations of the system were highlighted in the Court's last audit. Failure to convert to a new system would continue to drive inefficient and ineffective practices; therefore limiting access to justice. Also, the distribution limitations have the possibility to equate to financial sanctions.

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

Maintain the current system that is costing the court in excess of \$650,000 in annual transaction fees paid to the County of Kern for maintenance of the legacy case management system. Also, the current system does not have robust reporting capabilities which limits the efficacy of staff time. The fact that there are multiple systems also creates issues for Court staff and Judicial Officers.

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

N/A

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 2015-16 ▼	FY 2017-18 ▼	FY 2018-19 ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Total
Contribution	895,286								895,286
Expenditures									-
Cumulative Balance	895,286	895,286	895,286	895,286	895,286	895,286	895,286	895,286	895,286

Amended request

Description	FY 2016-17 ▼	FY 2017-18 ▼	FY 2018-19 ▼	FY 2019-20 ▼	FY 2020-21 ▼	FY 2023-24 ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Total
Contribution	895,286				1,152,436				2,047,722
Expenditures	64,758	153,150	-	690		1,829,124			2,047,722
Cumulative Balance	830,528	677,378	677,378	676,688	1,829,124	-	-	-	-

APPLICATION FOR TCTF FUNDS HELD ON BEHALF OF THE COURT

Please check the type of request:		
<input type="checkbox"/> NEW REQUEST <i>(Complete Section I, III, and IV only.)</i> <input checked="" type="checkbox"/> AMENDED REQUEST <i>(Complete Sections I through IV.)</i>		
SECTION I: GENERAL INFORMATION		
SUPERIOR COURT: Click here to enter court MONO		PERSON AUTHORIZING REQUEST <i>(Presiding Judge or Court Executive Officer):</i> Lester Perpall
		CONTACT PERSON AND CONTACT INFO: Tammy Laframboise 760-923-2304
DATE OF SUBMISSION: 9/21/2022	TIME PERIOD COVERED BY THE REQUEST, INCLUDING CONTRIBUTION AND EXPENDITURE: FY 17-18 – FY 24-25	REQUESTED AMOUNT: \$207,532
REASON FOR REQUEST <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>Technology request-funds to replace and or repair courtroom audio visual control system- our court has a sophisticated courtroom audiovisual (AV) control system that includes software and hardware with function control integration and courtroom microphones, with phone lines integrated into the AV system, sound masking, and window coverings and displays for evidence presentation. The AV control system was installed 7 years ago. Over the last couple of years we've experienced minor AV system failures, such as failure of the integrated phone line to function. We are concerned that our AV system may have a major failure. Given the crucial function of the AV systems to courtroom operations, we want to be proactive in replacing and or repairing the courtroom AV system prior to a total system failure.</p>		
SECTION II: AMENDED REQUEST CHANGES		
A. Identify sections and answers amended.		
SECTION I, REQUESTED AMOUNT, SECTION II, SECTION IV. A TAB, B TAB, C TAB & SECTION IV.D AMENDED TAB.		
B. Provide a summary of the changes to the request.		
Now that the FY 19-20 has been finalized, the court would like to increase the original funds held request from \$40,000 to a total of \$167,532 to ensure that all the necessary equipment will be able to be purchased when needed. This will include a processor and touch screen upgrade, flat screens and a backend upgrade. Additionally, this project is being pushed further out in time and will take place during FY 22-23 and FY 24-25.		
SECTION III: TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE		
A. Explain why the request does not fit within the court's annual operational budget process and the three-year encumbrance term.		
We recently reached full staffing of all vacant positions, so we do not have much flexibility in our current budget given the 1% reserve limitation. It would be difficult to fit this substantial amount of funding into our regular operational budget. We intend to maximize the useful life of our current courtroom audiovisual systems which may extend beyond the three-year encumbrance term. In other words, we do not want to replace the current AV systems until absolutely necessary and want the funding available to do so.		

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?**

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

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

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

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

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

See answers to B and D.

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

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

SECTION IV: FINANCIAL INFORMATION

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

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

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

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

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

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

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

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

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

If a cost efficiency, please provide cost comparison

Status Quo		Select Fiscal Year ▼			
GL Account	Description	Amount	Amount	Amount	Amount
N/A	Dedicated Revenue Stream (if applicable)				
900000	Salaries				
910000	Staff Benefits				
920001	General Expense				
924000	Printing				
925000	Telecommunications				
926000	Postage				
928000	Insurance				
929000	Travel in State				
931000	Travel Out of State				
933000	Training				
934000	Security				
935000	Facilities Operations				
936000	Utilities				
938000	Contracted Services				
940000	Consulting and Professional Services - County Provided				
943000	Information Technology (IT)				
945000	Major Equipment				
950000	Other Items of Expense				
972000	Other				
973000	Debt Service				
983000	Court Construction				
990000	Distributed Administration & Allocation				
Net Revenue (Expense)		-	-	-	-

Proposed Project		Amount	Amount	Amount	Amount
GL Account	Description	Amount	Amount	Amount	Amount
N/A	Dedicated Revenue Stream (if applicable)				
900000	Salaries				
910000	Staff Benefits				
920001	General Expense				
924000	Printing				
925000	Telecommunications				
926000	Postage				
928000	Insurance				
929000	Travel in State				
931000	Travel Out of State				
933000	Training				
934000	Security				
935000	Facilities Operations				
936000	Utilities				
938000	Contracted Services				
940000	Consulting and Professional Services - County Provided				
943000	Information Technology (IT)				
945000	Major Equipment				
950000	Other Items of Expense				
972000	Other				
973000	Debt Service				
983000	Court Construction				
990000	Distributed Administration & Allocation				
Net Revenue (Expense)		-	-	-	-

Cumulative Cost Savings	-	-	-	-
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If a cost efficiency, please provide cost comparison

Status Quo		Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼
GL Account	Description	Amount	Amount	Amount
N/A	Dedicated Revenue Stream (if applicable)			
900000	Salaries			
910000	Staff Benefits			
920001	General Expense			
924000	Printing			
925000	Telecommunications			
926000	Postage			
928000	Insurance			
929000	Travel in State			
931000	Travel Out of State			
933000	Training			
934000	Security			
935000	Facilities Operations			
936000	Utilities			
938000	Contracted Services			
940000	Consulting and Professional Services - County Provided			
943000	Information Technology (IT)			
945000	Major Equipment			
950000	Other Items of Expense			
972000	Other			
973000	Debt Service			
983000	Court Construction			
990000	Distributed Administration & Allocation			
Net Revenue (Expense)		-	-	-

Proposed Project		Amount	Amount	Amount
GL Account	Description	Amount	Amount	Amount
N/A	Dedicated Revenue Stream (if applicable)			
900000	Salaries			
910000	Staff Benefits			
920001	General Expense			
924000	Printing			
925000	Telecommunications			
926000	Postage			
928000	Insurance			
929000	Travel in State			
931000	Travel Out of State			
933000	Training			
934000	Security			
935000	Facilities Operations			
936000	Utilities			
938000	Contracted Services			
940000	Consulting and Professional Services - County Provided			
943000	Information Technology (IT)			
945000	Major Equipment			
950000	Other Items of Expense			
972000	Other			
973000	Debt Service			
983000	Court Construction			
990000	Distributed Administration & Allocation			
Net Revenue (Expense)		-	-	-

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

FY 2021-22	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance	635,452	78,009	-					713,461
Revenues	2,910,305	180,319	61,743					3,152,367
Expenditures	2,797,988	167,406	62,505					3,027,899
Operating Transfers In (Out)	(762)		762					-
Ending Fund Balance	747,007	90,922	-	-	-	-	-	837,929

FY 2020-21	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance	584,526	65,178	-					649,704
Revenues	2,594,936	88,695	71,918					2,755,549
Expenditures	2,544,009	75,864	71,919					2,691,792
Operating Transfers In (Out)	(1)		1					-
Ending Fund Balance	635,452	78,009	-	-	-	-	-	713,461

FY 2019-20	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance	207,884	51,377	-					259,261
Revenues	2,425,616	83,488	80,716					2,589,820
Expenditures	2,048,974	69,687	80,716					2,199,377
Operating Transfers In (Out)								-
Ending Fund Balance	584,526	65,178	-	-	-	-	-	649,704

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

	FY 2017-18		FUNDS					
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources	2,001,900	10,522						2,012,422
Grants			155,362					155,362
Other Financing Sources	33,627	42,269						75,896
TOTAL REVENUES	2,035,528	52,791	155,362	-	-	-	-	2,243,681
EXPENDITURES								
Salaries	796,392	24,081	10,216					830,689
Staff Benefits	615,443	1,300	7,043					623,786
General Expense	68,248	865	20,473					89,587
Printing	1,454	42	292					1,787
Telecommunications	21,795	1,223	7,902					30,919
Postage	11,863	900	166					12,929
Insurance	1,582							1,582
Travel in State	4,187	60	1,182					5,429
Travel Out of State	-	-	-					-
Training	545		163					708
Security	474		414					888
Facilities Operations	10,620		8,646					19,266
Utilities	-	-	-					-
Contracted Services	207,163	6,095	94,014					307,272
Consulting and Professional Services - County Provided	-	-	-					-
Information Technology (IT)	123,470	8,194	3,149					134,812
Major Equipment	6,609							6,609
Other Items of Expense	2,460							2,460
Juror Costs	1,232							1,232
Other	1,092							1,092
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	1,874,628	42,760	153,659	-	-	-	-	2,071,047
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)								-
Ending Balance (Deficit)	160,900	10,031	1,703	-	-	-	-	172,634

Current detailed budget projection on behalf of the court

	FY 2019-20		FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	
REVENUES									
State Financing Sources	2,368,463	10,597						2,379,060	
Grants			79,574					79,574	
Other Financing Sources	35,438	58,609						94,046	
TOTAL REVENUES	2,403,900	69,206	79,574	-	-	-	-	2,552,680	
EXPENDITURES									
Salaries	879,965	20,040	14,776					914,782	
Staff Benefits	532,203	15,912	8,968					557,083	
General Expense	81,787	467	4,540					86,794	
Printing	1,281	15	105					1,401	
Telecommunications	12,246	857	4,404					17,506	
Postage	27,457	375						27,832	
Insurance	2,265							2,265	
Travel in State	5,494		1,835					7,329	
Travel Out of State	-							-	
Training	4,706		431					5,137	
Security	396	32	226					655	
Facilities Operations	16,668	516	4,098					21,282	
Utilities	-							-	
Contracted Services	275,153	19,219	32,577					326,949	
Consulting and Professional Services - County Provided	-							-	
Information Technology (IT)	75,193	8,205	1,920					85,318	
Major Equipment								-	
Other Items of Expense	2,861							2,861	
Juror Costs	769							769	
Other	-	325	154					479	
Debt Service								-	
Court Construction								-	
Distributed Administration & Allocation								-	
Prior Year Expense Adjustment	(2,031)		631					(1,400)	
TOTAL EXPENDITURES	1,916,415	65,963	74,663	-	-	-	-	2,057,041	
Operating Transfers In (Out)								-	
Fund Balance (Deficit)									
Beginning Balance (Deficit)	160,900	10,031	1,703	-	-	-	-	172,634	
Ending Balance (Deficit)	498,535	7,400	9,704	-	-	-	-	515,639	

Current detailed budget projection:

	FY 2021-22		FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	
REVENUES									
State Financing Sources	2,527,437	12,639						2,540,076	
Grants			71,918					71,918	
Other Financing Sources	67,499	76,056						143,555	
TOTAL REVENUES	2,594,936	88,695	71,918	-	-	-	-	2,755,549	
EXPENDITURES									
Salaries	992,931	20,790	8,191					1,021,911	
Staff Benefits	610,212	13,948	5,274					629,434	
General Expense	191,487	591	4,907					196,985	
Printing	1,444							1,444	
Telecommunications	17,450	1,168	4,988					23,606	
Postage	(171)	371						200	
Insurance	2,293							2,293	
Travel in State	125							125	
Travel Out of State	-							-	
Training	2,860							2,860	
Security	568	32	176					776	
Facilities Operations	5,747	91	526					6,364	
Utilities								-	
Contracted Services	353,180	25,431	43,016					421,627	
Consulting and Professional Services - County Provided								-	
Information Technology (IT)	359,064	11,326	3,631					374,021	
Major Equipment	5,449							5,449	
Other Items of Expense	1,760							1,760	
Juror Costs	2,676							2,676	
Other	(3,216)	2,115	1,201					100	
Debt Service								-	
Court Construction								-	
Distributed Administration & Allocation								-	
Prior Year Expense Adjustment	151		10					161	
TOTAL EXPENDITURES	2,544,010	75,863	71,920	-	-	-	-	2,691,793	
Operating Transfers In (Out)								-	
Fund Balance (Deficit)									
Beginning Balance (Deficit)	498,535	7,400	9,704	-	-	-	-	515,639	
Ending Balance (Deficit)	549,718	19,433	10,244	-	-	-	-	579,395	

Current detailed budget projection:

	FY 2024-25		FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	
REVENUES									
State Financing Sources	2,497,030	12,446						2,509,476	
Grants			71,918					71,918	
Other Financing Sources	67,499	76,056						143,555	
TOTAL REVENUES	2,564,529	88,502	71,918	-	-	-	-	2,724,949	
EXPENDITURES									
Salaries	1,085,699	22,790	10,191					1,118,680	
Staff Benefits	623,090	15,948	7,274					646,312	
General Expense	185,989	591	4,907					191,487	
Printing	1,444							1,444	
Telecommunications	17,450	1,168	4,988					23,606	
Postage	(171)	371						200	
Insurance	2,293							2,293	
Travel in State	125							125	
Travel Out of State	-							-	
Training	2,860							2,860	
Security	568	32	176					776	
Facilities Operations	5,747	91	526					6,364	
Utilities								-	
Contracted Services	353,180	25,431	43,016					421,627	
Consulting and Professional Services - County Provided								-	
Information Technology (IT)	284,072	11,326	3,631					299,029	
Major Equipment	5,449							5,449	
Other Items of Expense	1,760							1,760	
Juror Costs	2,676							2,676	
Other	(3,216)	2,115	1,201					100	
Debt Service								-	
Court Construction								-	
Distributed Administration & Allocation								-	
Prior Year Expense Adjustment	151		10					161	
TOTAL EXPENDITURES	2,569,166	79,863	75,920	-	-	-	-	2,724,949	
Operating Transfers In (Out)								-	
Fund Balance (Deficit)									
Beginning Balance (Deficit)	549,718	19,433	10,244	-	-	-	-	579,395	
Ending Balance (Deficit)	545,338	27,275	6,783	-	-	-	-	579,395	

Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - 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)	545,338	27,275	6,783	-	-	-	-	579,395
Ending Balance (Deficit)	545,338	27,275	6,783	-	-	-	-	579,396

Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - 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)	545,338	27,275	6,783	-	-	-	-	579,396
Ending Balance (Deficit)	545,338	27,275	6,783	-	-	-	-	579,396

Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - 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)	545,338	27,275	6,783	-	-	-	-	579,396
Ending Balance (Deficit)	545,338	27,275	6,783	-	-	-	-	579,396

Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - 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)	545,338	27,275	6,783	-	-	-	-	579,396
Ending Balance (Deficit)	545,338	27,275	6,783	-	-	-	-	579,396

Application for TCTF Funds Held on Behalf of the Court

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

Expenses Category		Amount
GL Account	Description	
900000	Salaries	
910000	Staff Benefits	
920001	General Expense	
924000	Printing	
925000	Telecommunications	
926000	Postage	
928000	Insurance	
929000	Travel in State	
931000	Travel Out of State	
933000	Training	
934000	Security	
935000	Facilities Operations	
936000	Utilities	
938000	Contracted Services	40,000
940000	Consulting and Professional Services - County Provided	
943000	Information Technology (IT)	
945000	Major Equipment	167,532
950000	Other Items of Expense	
972000	Other	
973000	Debt Service	
983000	Court Construction	
990000	Distributed Administration & Allocation	
Total		207,532

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

Description	FY 2017-18 ▼	FY 2018-19 ▼	FY 2019-20 ▼	FY 2020-21 ▼	FY 2021-22 ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Total
Contribution	40,000	-	-	-	-				40,000
Expenditures	-	-	-	-	40,000				40,000
Cumulative Balance	40,000	40,000	40,000	40,000	-	-	-	-	-

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

Original Request:

Description	FY 2017-18 ▼	FY 2019-20 ▼	FY 2022-23 ▼	FY 2024-25 ▼	Select Fiscal Year ▼	Total			
Contribution	40,000	127,532							167,532
Expenditures			60,000	107,532					167,532
Cumulative Balance	40,000	167,532	107,532	-	-	-	-	-	-

Amended request

Description	FY 2017-18 ▼	FY 2019-20 ▼	FY 2021-22 ▼	FY 2024-25 ▼	Select Fiscal Year ▼	Total			
Contribution	40,000	127,532	40,000						207,532
Expenditures				207,532					207,532
Cumulative Balance	40,000	167,532	207,532	-	-	-	-	-	-

APPLICATION FOR TCTF FUNDS HELD ON BEHALF OF THE COURT

Please check the type of request:

- NEW REQUEST** (Complete Section I, III, and IV only.)
- AMENDED REQUEST** (Complete Sections I through IV.)

**SECTION I: GENERAL INFORMATION****SUPERIOR COURT:**

Mono

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

Lester Perpall – Court Executive Officer

CONTACT PERSON AND CONTACT INFO:

Tammy Laframboise 760-923-2304

DATE OF SUBMISSION:

9/21/2022

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

FY 20-21 – FY 25-26

REQUESTED AMOUNT:

\$105,000

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

The court has received requests from our justice partners (Sheriff, Mammoth Police, Probation, Alliance One) to employ interfaces with our case management system. We have recently implemented Journal Technology's eCourt solution. At the time of development an interface with the District Attorney's office was included in the scope of the project. These additional interfaces are still in the planning phase and will have staggered deployments over the next 3 years.

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

SECTION I, TIME PERIOD COVERED BY THE REQUEST, SECTION II, SECTION IV. A TAB, B TAB D AMENDED REQUESTS TAB.

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

Originally, this project was to take place during FY 22-23 through FY 24-25 but due to limited resources these interfaces need to be pushed out an additional fiscal year and will now take place during FY 23-24 through FY 25-26.

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.**

Once our court filled all positions in our schedule 7A, we do not have the budget flexibility to expend the amount requested. It would be difficult to fit this substantial amount of funding into our regular 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?**

Interfacing with other agency's information systems to pass information electronically increases efficiency and allows our case management system to automate resulting workflow. In addition, court staff processing time and accuracy will improve.

- 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.**

If not approved the court will be reliant on antiquated means for passing information which requires additional staff processing time.

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

Sending and receiving information in real-time positions the court to increase court user's access to justice. Continued use of manual paper data transfer slows down processing time.

- 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 alternative to interfacing with other agencies is to remaining in the paper world. Interfaces allow us to fully maximize the technology and investment of our case management system.

SECTION IV: FINANCIAL INFORMATION

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

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

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

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

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

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

SEE ATTACHED TCTF FUNDS HELD ON BEHALF TABLES TEMPLATE, SEC. IV. C TAB

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

SEE ATTACHED TCTF FUNDS HELD ON BEHALF TABLES TEMPLATE, SEC. IV. D TAB

If a cost efficiency, please provide cost comparison

Status Quo		Select Fiscal Year ▼			
GL Account	Description	Amount	Amount	Amount	Amount
N/A	Dedicated Revenue Stream (if applicable)				
900000	Salaries				
910000	Staff Benefits				
920001	General Expense				
924000	Printing				
925000	Telecommunications				
926000	Postage				
928000	Insurance				
929000	Travel in State				
931000	Travel Out of State				
933000	Training				
934000	Security				
935000	Facilities Operations				
936000	Utilities				
938000	Contracted Services				
940000	Consulting and Professional Services - County Provided				
943000	Information Technology (IT)				
945000	Major Equipment				
950000	Other Items of Expense				
972000	Other				
973000	Debt Service				
983000	Court Construction				
990000	Distributed Administration & Allocation				
Net Revenue (Expense)		-	-	-	-

Proposed Project		Amount	Amount	Amount	Amount
GL Account	Description	Amount	Amount	Amount	Amount
N/A	Dedicated Revenue Stream (if applicable)				
900000	Salaries				
910000	Staff Benefits				
920001	General Expense				
924000	Printing				
925000	Telecommunications				
926000	Postage				
928000	Insurance				
929000	Travel in State				
931000	Travel Out of State				
933000	Training				
934000	Security				
935000	Facilities Operations				
936000	Utilities				
938000	Contracted Services				
940000	Consulting and Professional Services - County Provided				
943000	Information Technology (IT)				
945000	Major Equipment				
950000	Other Items of Expense				
972000	Other				
973000	Debt Service				
983000	Court Construction				
990000	Distributed Administration & Allocation				
Net Revenue (Expense)		-	-	-	-

Cumulative Cost Savings	-	-	-	-
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If a cost efficiency, please provide cost comparison

Status Quo		Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼
GL Account	Description	Amount	Amount	Amount
N/A	Dedicated Revenue Stream (if applicable)			
900000	Salaries			
910000	Staff Benefits			
920001	General Expense			
924000	Printing			
925000	Telecommunications			
926000	Postage			
928000	Insurance			
929000	Travel in State			
931000	Travel Out of State			
933000	Training			
934000	Security			
935000	Facilities Operations			
936000	Utilities			
938000	Contracted Services			
940000	Consulting and Professional Services - County Provided			
943000	Information Technology (IT)			
945000	Major Equipment			
950000	Other Items of Expense			
972000	Other			
973000	Debt Service			
983000	Court Construction			
990000	Distributed Administration & Allocation			
Net Revenue (Expense)		-	-	-

Proposed Project		Amount	Amount	Amount
GL Account	Description	Amount	Amount	Amount
N/A	Dedicated Revenue Stream (if applicable)			
900000	Salaries			
910000	Staff Benefits			
920001	General Expense			
924000	Printing			
925000	Telecommunications			
926000	Postage			
928000	Insurance			
929000	Travel in State			
931000	Travel Out of State			
933000	Training			
934000	Security			
935000	Facilities Operations			
936000	Utilities			
938000	Contracted Services			
940000	Consulting and Professional Services - County Provided			
943000	Information Technology (IT)			
945000	Major Equipment			
950000	Other Items of Expense			
972000	Other			
973000	Debt Service			
983000	Court Construction			
990000	Distributed Administration & Allocation			
Net Revenue (Expense)		-	-	-

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

FY 2021-22	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance	635,452	78,009	-					713,461
Revenues	2,910,305	180,319	61,743					3,152,367
Expenditures	2,797,988	167,406	62,505					3,027,899
Operating Transfers In (Out)	(762)		762					-
Ending Fund Balance	747,007	90,922	-	-	-	-	-	837,929

FY 2020-21	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance	584,526	65,178	-					649,704
Revenues	2,594,936	88,695	71,918					2,755,549
Expenditures	2,544,009	75,864	71,919					2,691,792
Operating Transfers In (Out)	(1)		1					-
Ending Fund Balance	635,452	78,009	-	-	-	-	-	713,461

FY 2019-20	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance	207,884	51,377	-					259,261
Revenues	2,425,616	83,488	80,716					2,589,820
Expenditures	2,048,974	69,687	80,716					2,199,377
Operating Transfers In (Out)								-
Ending Fund Balance	584,526	65,178	-	-	-	-	-	649,704

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

	FY 2020-21		FUNDS					
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources	2,491,713	10,520						2,502,233
Grants			71,918					71,918
Other Financing Sources	67,499	76,001						143,500
TOTAL REVENUES	2,559,212	86,521	71,918	-	-	-	-	2,717,651
EXPENDITURES								
Salaries	888,793	20,790	8,191					917,773
Staff Benefits	579,246	13,948	5,274					598,468
General Expense	146,917	517	4,521					151,956
Printing	164							164
Telecommunications	16,124	1,081	4,652					21,858
Postage	(310)	371						61
Insurance	2,293							2,293
Travel in State	125							125
Travel Out of State	-							-
Training	2,985							2,985
Security	568	32	176					776
Facilities Operations	5,123	55	330					5,508
Utilities								-
Contracted Services	343,233	22,949	42,631					408,814
Consulting and Professional Services - County Provided								-
Information Technology (IT)	364,912	11,325	3,595					379,833
Major Equipment								-
Other Items of Expense	1,280							1,280
Juror Costs	2,676							2,676
Other		100						100
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment	151		10					161
TOTAL EXPENDITURES	2,354,280	71,170	69,379	-	-	-	-	2,494,830
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)								-
Ending Balance (Deficit)	204,932	15,351	2,539	-	-	-	-	222,821

Current detailed budget projection on behalf of the court

	FY 2023-24		FUNDS					
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources	2,497,030	12,446						2,509,476
Grants			71,918					71,918
Other Financing Sources	67,499	76,056						143,555
TOTAL REVENUES	2,564,529	88,502	71,918	-	-	-	-	2,724,949
EXPENDITURES								
Salaries	1,085,699	22,790	10,191					1,118,680
Staff Benefits	623,090	15,948	7,274					646,312
General Expense	185,989	591	4,907					191,487
Printing	1,444							1,444
Telecommunications	17,450	1,168	4,988					23,606
Postage	(171)	371						200
Insurance	2,293							2,293
Travel in State	125							125
Travel Out of State	-							-
Training	2,860							2,860
Security	568	32	176					776
Facilities Operations	5,747	91	526					6,364
Utilities								-
Contracted Services	353,180	25,431	43,016					421,627
Consulting and Professional Services - County Provided								-
Information Technology (IT)	284,072	11,326	3,631					299,029
Major Equipment	5,449							5,449
Other Items of Expense	1,760							1,760
Juror Costs	2,676							2,676
Other	(3,216)	2,115	1,201					100
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment	151		10					161
TOTAL EXPENDITURES	2,569,166	79,863	75,920	-	-	-	-	2,724,949
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	204,932	15,351	2,539	-	-	-	-	222,821
Ending Balance (Deficit)	200,295	23,989	(1,464)	-	-	-	-	222,821

Current detailed budget projection:

	FY 2024-25		FUNDS					
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources	2,497,030	12,446						2,509,476
Grants			71,918					71,918
Other Financing Sources	67,499	76,056						143,555
TOTAL REVENUES	2,564,529	88,502	71,918	-	-	-	-	2,724,949
EXPENDITURES								
Salaries	1,085,699	22,790	10,191					1,118,680
Staff Benefits	623,090	15,948	7,274					646,312
General Expense	185,989	591	4,907					191,487
Printing	1,444							1,444
Telecommunications	17,450	1,168	4,988					23,606
Postage	(171)	371						200
Insurance	2,293							2,293
Travel in State	125							125
Travel Out of State	-							-
Training	2,860							2,860
Security	568	32	176					776
Facilities Operations	5,747	91	526					6,364
Utilities								-
Contracted Services	353,180	25,431	43,016					421,627
Consulting and Professional Services - County Provided								-
Information Technology (IT)	284,072	11,326	3,631					299,029
Major Equipment	5,449							5,449
Other Items of Expense	1,760							1,760
Juror Costs	2,676							2,676
Other	(3,216)	2,115	1,201					100
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment	151		10					161
TOTAL EXPENDITURES	2,569,166	79,863	75,920	-	-	-	-	2,724,949
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	200,295	23,989	(1,464)	-	-	-	-	222,821
Ending Balance (Deficit)	195,658	32,628	(5,466)	-	-	-	-	222,820

Current detailed budget projection:

	FY 2024-25		FUNDS					
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources	2,497,030	12,446						2,509,476
Grants			71,918					71,918
Other Financing Sources	67,499	76,056						143,555
TOTAL REVENUES	2,564,529	88,502	71,918	-	-	-	-	2,724,949
EXPENDITURES								
Salaries	1,085,699	22,790	10,191					1,118,680
Staff Benefits	623,090	15,948	7,274					646,312
General Expense	185,989	591	4,907					191,487
Printing	1,444							1,444
Telecommunications	17,450	1,168	4,988					23,606
Postage	(171)	371						200
Insurance	2,293							2,293
Travel in State	125							125
Travel Out of State	-							-
Training	2,860							2,860
Security	568	32	176					776
Facilities Operations	5,747	91	526					6,364
Utilities								-
Contracted Services	353,180	25,431	43,016					421,627
Consulting and Professional Services - County Provided								-
Information Technology (IT)	284,072	11,326	3,631					299,029
Major Equipment	5,449							5,449
Other Items of Expense	1,760							1,760
Juror Costs	2,676							2,676
Other	(3,216)	2,115	1,201					100
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment	151		10					161
TOTAL EXPENDITURES	2,569,166	79,863	75,920	-	-	-	-	2,724,949
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	195,658	32,628	(5,466)	-	-	-	-	222,820
Ending Balance (Deficit)	191,021	41,267	(9,468)	-	-	-	-	222,820

Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - 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)	191,021	41,267	(9,468)	-	-	-	-	222,820
Ending Balance (Deficit)	191,021	41,267	(9,468)	-	-	-	-	222,820

Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - 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)	191,021	41,267	(9,468)	-	-	-	-	222,820
Ending Balance (Deficit)	191,021	41,267	(9,468)	-	-	-	-	222,820

Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - 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)	191,021	41,267	(9,468)	-	-	-	-	222,820
Ending Balance (Deficit)	191,021	41,267	(9,468)	-	-	-	-	222,820

Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - 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)	191,021	41,267	(9,468)	-	-	-	-	222,820
Ending Balance (Deficit)	191,021	41,267	(9,468)	-	-	-	-	222,820

Application for TCTF Funds Held on Behalf of the Court

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

Expenses Category		Amount
GL Account	Description	
900000	Salaries	
910000	Staff Benefits	
920001	General Expense	
924000	Printing	
925000	Telecommunications	
926000	Postage	
928000	Insurance	
929000	Travel in State	
931000	Travel Out of State	
933000	Training	
934000	Security	
935000	Facilities Operations	
936000	Utilities	
938000	Contracted Services	105,000
940000	Consulting and Professional Services - County Provided	
943000	Information Technology (IT)	
945000	Major Equipment	
950000	Other Items of Expense	
972000	Other	
973000	Debt Service	
983000	Court Construction	
990000	Distributed Administration & Allocation	
Total		105,000

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 ▼	Total			
Contribution	105,000								105,000
Expenditures		45,000	30,000	30,000					105,000
Cumulative Balance	105,000	60,000	30,000	-	-	-	-	-	-

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

Original Request:

Description	FY 2020-21 ▼	FY 2022-23 ▼	FY 2023-24 ▼	FY 2024-25 ▼	Select Fiscal Year ▼	Total			
Contribution	105,000								105,000
Expenditures		45,000	30,000	30,000					105,000
Cumulative Balance	105,000	60,000	30,000	-	-	-	-	-	-

Amended request

Description	FY 2020-21 ▼	FY 2023-24 ▼	FY 2024-25 ▼	FY 2024-25 ▼	Select Fiscal Year ▼	Total			
Contribution	105,000								105,000
Expenditures		45,000	30,000	30,000					105,000
Cumulative Balance	105,000	60,000	30,000	-	-	-	-	-	-

APPLICATION FOR TCTF FUNDS HELD ON BEHALF OF THE COURT

Please check the type of request:		
<input type="checkbox"/> NEW REQUEST <i>(Complete Section I, III, and IV only.)</i> <input checked="" type="checkbox"/> AMENDED REQUEST <i>(Complete Sections I through IV.)</i>		
SECTION I: GENERAL INFORMATION		
SUPERIOR COURT: Mono	PERSON AUTHORIZING REQUEST <i>(Presiding Judge or Court Executive Officer):</i> Lester Perpall	
	CONTACT PERSON AND CONTACT INFO: Tammy Laframboise 760-923-2304	
DATE OF SUBMISSION: 9/21/2022	TIME PERIOD COVERED BY THE REQUEST, INCLUDING CONTRIBUTION AND EXPENDITURE: FY 18-19 – FY 23-24	REQUESTED AMOUNT: \$140,000
REASON FOR REQUEST <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> Request to hold TCTF funds for technology need-document digital scanning/storing services. Our court wants to scan hard copy paper court records to convert them into digital files at our Bridgeport location. This would allow the court to be prepared for the future deployment of a new case management system that will allow digital court record document management and eliminate paper court record files. This would alleviate an ongoing struggle for many courts, which is finding physical storage space for hard copy paper court records.		
SECTION II: AMENDED REQUEST CHANGES		
A. Identify sections and answers amended. SECTION I, TIME PERIOD COVERED BY THE REQUEST, REQUESTED AMOUNT, SECTION II, SECTION IV. A TAB, B TAB, C TAB & SECTION IV.D AMENDED REQUESTS TAB.		
B. Provide a summary of the changes to the request. As we move more towards being completely digital and additional boxes of files being identified to be scanned the overall cost increased from \$105,000 to \$140,000. An additional \$35,000 would like to be added to this funds held request. Also, with the increased amount of boxes the project is going to be completed in phases over four fiscal years instead of three fiscal years as indicated in our previous amended 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. Now that our court has filled all positions in our schedule 7 a, we do not have the budget flexibility to expend the amount requested. We were not confident about the amount of our budget surplus to have sufficient time to do a request for proposal process, contract with a vendor and encumber the funding to take advantage of the three-year encumbrance term.		

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

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

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

The ability to scan court file records and have them in a searchable digital format will allow the court to respond to justice partner and public records requests much more promptly and efficiently. We currently store many of our older case record files in our Bridgeport branch court location which is only staffed 2 days a week and is 50 miles away from the main courthouse. Consequently, it may take 2 to 3 weeks to fulfill a records request if the records are located at our branch court location. Scanning and digitizing the court file records will reduce the need for physical file record space and create more usable workspace at both our courthouse locations.

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

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

The inability to scan and digitize our court record files will prevent the court from taking advantage of important functions that will be available in a new case management system, such as e-filing and creating a paperless digital work environment that makes case record information easily available and easily shared.

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

Justice partner and public records requests would continue to take excessive amount of time to respond to since court staff would need to continue to search hard copy court records.

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

We believe that use of our own funding is preferable to requesting supplemental funding.

SECTION IV: FINANCIAL INFORMATION

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

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

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

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

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

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

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

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

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

If a cost efficiency, please provide cost comparison

Status Quo		Select Fiscal Year ▼			
GL Account	Description	Amount	Amount	Amount	Amount
N/A	Dedicated Revenue Stream (if applicable)				
900000	Salaries				
910000	Staff Benefits				
920001	General Expense				
924000	Printing				
925000	Telecommunications				
926000	Postage				
928000	Insurance				
929000	Travel in State				
931000	Travel Out of State				
933000	Training				
934000	Security				
935000	Facilities Operations				
936000	Utilities				
938000	Contracted Services				
940000	Consulting and Professional Services - County Provided				
943000	Information Technology (IT)				
945000	Major Equipment				
950000	Other Items of Expense				
972000	Other				
973000	Debt Service				
983000	Court Construction				
990000	Distributed Administration & Allocation				
Net Revenue (Expense)		-	-	-	-

Proposed Project		Amount	Amount	Amount	Amount
GL Account	Description	Amount	Amount	Amount	Amount
N/A	Dedicated Revenue Stream (if applicable)				
900000	Salaries				
910000	Staff Benefits				
920001	General Expense				
924000	Printing				
925000	Telecommunications				
926000	Postage				
928000	Insurance				
929000	Travel in State				
931000	Travel Out of State				
933000	Training				
934000	Security				
935000	Facilities Operations				
936000	Utilities				
938000	Contracted Services				
940000	Consulting and Professional Services - County Provided				
943000	Information Technology (IT)				
945000	Major Equipment				
950000	Other Items of Expense				
972000	Other				
973000	Debt Service				
983000	Court Construction				
990000	Distributed Administration & Allocation				
Net Revenue (Expense)		-	-	-	-

Cumulative Cost Savings	-	-	-	-
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If a cost efficiency, please provide cost comparison

Status Quo		Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼
GL Account	Description	Amount	Amount	Amount
N/A	Dedicated Revenue Stream (if applicable)			
900000	Salaries			
910000	Staff Benefits			
920001	General Expense			
924000	Printing			
925000	Telecommunications			
926000	Postage			
928000	Insurance			
929000	Travel in State			
931000	Travel Out of State			
933000	Training			
934000	Security			
935000	Facilities Operations			
936000	Utilities			
938000	Contracted Services			
940000	Consulting and Professional Services - County Provided			
943000	Information Technology (IT)			
945000	Major Equipment			
950000	Other Items of Expense			
972000	Other			
973000	Debt Service			
983000	Court Construction			
990000	Distributed Administration & Allocation			
Net Revenue (Expense)		-	-	-

Proposed Project		Amount	Amount	Amount
GL Account	Description	Amount	Amount	Amount
N/A	Dedicated Revenue Stream (if applicable)			
900000	Salaries			
910000	Staff Benefits			
920001	General Expense			
924000	Printing			
925000	Telecommunications			
926000	Postage			
928000	Insurance			
929000	Travel in State			
931000	Travel Out of State			
933000	Training			
934000	Security			
935000	Facilities Operations			
936000	Utilities			
938000	Contracted Services			
940000	Consulting and Professional Services - County Provided			
943000	Information Technology (IT)			
945000	Major Equipment			
950000	Other Items of Expense			
972000	Other			
973000	Debt Service			
983000	Court Construction			
990000	Distributed Administration & Allocation			
Net Revenue (Expense)		-	-	-

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

FY 2021-22	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance	635,452	78,009	-					713,461
Revenues	2,910,305	180,319	61,743					3,152,367
Expenditures	2,797,988	167,406	62,505					3,027,899
Operating Transfers In (Out)	(762)		762					-
Ending Fund Balance	747,007	90,922	-	-	-	-	-	837,929

FY 2020-21	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance	584,526	65,178	-					649,704
Revenues	2,594,936	88,695	71,918					2,755,549
Expenditures	2,544,009	75,864	71,919					2,691,792
Operating Transfers In (Out)	(1)		1					-
Ending Fund Balance	635,452	78,009	-	-	-	-	-	713,461

FY 2019-20	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance	207,884	51,377	-					259,261
Revenues	2,425,616	83,488	80,716					2,589,820
Expenditures	2,048,974	69,687	80,716					2,199,377
Operating Transfers In (Out)								-
Ending Fund Balance	584,526	65,178	-	-	-	-	-	649,704

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

	FY 2018-19		FUNDS					
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources	2,149,604	10,547						2,160,151
Grants			98,533					98,533
Other Financing Sources	37,563	68,739						106,302
TOTAL REVENUES	2,187,168	79,286	98,533	-	-	-	-	2,364,987
EXPENDITURES								
Salaries	842,282	21,011	14,370					877,663
Staff Benefits	706,124	23,296	9,930					739,351
General Expense	91,455	700	8,676					100,831
Printing	1,265	48	436					1,748
Telecommunications	10,793	843	5,939					17,575
Postage	7,591	396	13					8,000
Insurance	2,108	-	-					2,108
Travel in State	3,285	5	1,533					4,823
Travel Out of State	-	-	-					-
Training	553		508					1,061
Security	327	32	295					655
Facilities Operations	15,351	1,198	11,705					28,255
Utilities	-	-	-					-
Contracted Services	240,595	10,687	42,353					293,635
Consulting and Professional Services - County Provided	40	-	-					40
Information Technology (IT)	154,537	7,476	2,196					164,210
Major Equipment	-	-	-					-
Other Items of Expense	2,287	3	104					2,393
Juror Costs	222							222
Other	520							520
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	2,079,333	65,698	98,058	-	-	-	-	2,243,089
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)								-
Ending Balance (Deficit)	107,835	13,588	475	-	-	-	-	121,898

Current detailed budget projection on behalf of the court

	FY 2019-20		FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	
REVENUES									
State Financing Sources	2,368,463	10,597						2,379,060	
Grants			79,574					79,574	
Other Financing Sources	35,438	58,609						94,046	
TOTAL REVENUES	2,403,900	69,206	79,574	-	-	-	-	2,552,680	
EXPENDITURES									
Salaries	879,965	20,040	14,776					914,782	
Staff Benefits	532,203	15,912	8,968					557,083	
General Expense	81,787	467	4,540					86,794	
Printing	1,281	15	105					1,401	
Telecommunications	12,246	857	4,404					17,506	
Postage	27,457	375						27,832	
Insurance	2,265							2,265	
Travel in State	5,494		1,835					7,329	
Travel Out of State	-							-	
Training	4,706		431					5,137	
Security	396	32	226					655	
Facilities Operations	16,668	516	4,098					21,282	
Utilities	-							-	
Contracted Services	275,153	19,219	32,577					326,949	
Consulting and Professional Services - County Provided	-							-	
Information Technology (IT)	75,193	8,205	1,920					85,318	
Major Equipment								-	
Other Items of Expense	2,861							2,861	
Juror Costs	769							769	
Other	-	325	154					479	
Debt Service								-	
Court Construction								-	
Distributed Administration & Allocation								-	
Prior Year Expense Adjustment	(2,031)		631					(1,400)	
TOTAL EXPENDITURES	1,916,415	65,963	74,663	-	-	-	-	2,057,041	
Operating Transfers In (Out)								-	
Fund Balance (Deficit)									
Beginning Balance (Deficit)	107,835	13,588	475	-	-	-	-	121,898	
Ending Balance (Deficit)	595,320	16,831	5,386	-	-	-	-	617,537	

Current detailed budget projection:

	FY 2020-21		FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	
REVENUES									
State Financing Sources	2,491,713	10,520						2,502,233	
Grants			71,918					71,918	
Other Financing Sources	67,499	76,001						143,500	
TOTAL REVENUES	2,559,212	86,521	71,918	-	-	-	-	2,717,651	
EXPENDITURES									
Salaries	888,793	20,790	8,191					917,773	
Staff Benefits	579,246	13,948	5,274					598,468	
General Expense	146,917	517	4,521					151,956	
Printing	164							164	
Telecommunications	16,124	1,081	4,652					21,858	
Postage	(310)	371						61	
Insurance	2,293							2,293	
Travel in State	125							125	
Travel Out of State	-							-	
Training	2,985							2,985	
Security	568	32	176					776	
Facilities Operations	5,123	55	330					5,508	
Utilities								-	
Contracted Services	343,233	22,949	42,631					408,814	
Consulting and Professional Services - County Provided								-	
Information Technology (IT)	364,912	11,325	3,595					379,833	
Major Equipment								-	
Other Items of Expense	1,280							1,280	
Juror Costs	2,676							2,676	
Other		100						100	
Debt Service								-	
Court Construction								-	
Distributed Administration & Allocation								-	
Prior Year Expense Adjustment	151		10					161	
TOTAL EXPENDITURES	2,354,280	71,170	69,379	-	-	-	-	2,494,830	
Operating Transfers In (Out)								-	
Fund Balance (Deficit)									
Beginning Balance (Deficit)	595,320	16,831	5,386	-	-	-	-	617,537	
Ending Balance (Deficit)	800,252	32,182	7,925	-	-	-	-	840,358	

Current detailed budget projection:

	FY 2021-22		FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	
REVENUES									
State Financing Sources	2,527,437	12,639						2,540,076	
Grants			71,918					71,918	
Other Financing Sources	67,499	76,056						143,555	
TOTAL REVENUES	2,594,936	88,695	71,918	-	-	-	-	2,755,549	
EXPENDITURES									
Salaries	992,931	20,790	8,191					1,021,911	
Staff Benefits	610,212	13,948	5,274					629,434	
General Expense	191,487	591	4,907					196,985	
Printing	1,444							1,444	
Telecommunications	17,450	1,168	4,988					23,606	
Postage	(171)	371						200	
Insurance	2,293							2,293	
Travel in State	125							125	
Travel Out of State	-							-	
Training	2,860							2,860	
Security	568	32	176					776	
Facilities Operations	5,747	91	526					6,364	
Utilities								-	
Contracted Services	353,180	25,431	43,016					421,627	
Consulting and Professional Services - County Provided								-	
Information Technology (IT)	359,064	11,326	3,631					374,021	
Major Equipment	5,449							5,449	
Other Items of Expense	1,760							1,760	
Juror Costs	2,676							2,676	
Other	(3,216)	2,115	1,201					100	
Debt Service								-	
Court Construction								-	
Distributed Administration & Allocation								-	
Prior Year Expense Adjustment	151		10					161	
TOTAL EXPENDITURES	2,544,010	75,863	71,920	-	-	-	-	2,691,793	
Operating Transfers In (Out)								-	
Fund Balance (Deficit)									
Beginning Balance (Deficit)	800,252	32,182	7,925	-	-	-	-	840,358	
Ending Balance (Deficit)	851,178	45,013	7,923	-	-	-	-	904,114	

Current detailed budget projection:

	FY 2022-23		FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	
REVENUES									
State Financing Sources	2,497,030	12,446						2,509,476	
Grants			71,918					71,918	
Other Financing Sources	67,499	76,056						143,555	
TOTAL REVENUES	2,564,529	88,502	71,918	-	-	-	-	2,724,949	
EXPENDITURES									
Salaries	1,052,718	22,790	10,191					1,085,699	
Staff Benefits	656,071	15,948	7,274					679,293	
General Expense	185,989	591	4,907					191,487	
Printing	1,444							1,444	
Telecommunications	17,450	1,168	4,988					23,606	
Postage	(171)	371						200	
Insurance	2,293							2,293	
Travel in State	125							125	
Travel Out of State	-							-	
Training	2,860							2,860	
Security	568	32	176					776	
Facilities Operations	5,747	91	526					6,364	
Utilities								-	
Contracted Services	353,180	25,431	43,016					421,627	
Consulting and Professional Services - County Provided								-	
Information Technology (IT)	284,072	11,326	3,631					299,029	
Major Equipment	5,449							5,449	
Other Items of Expense	1,760							1,760	
Juror Costs	2,676							2,676	
Other	(3,216)	2,115	1,201					100	
Debt Service								-	
Court Construction								-	
Distributed Administration & Allocation								-	
Prior Year Expense Adjustment	151		10					161	
TOTAL EXPENDITURES	2,569,166	79,863	75,920	-	-	-	-	2,724,949	
Operating Transfers In (Out)								-	
Fund Balance (Deficit)									
Beginning Balance (Deficit)	851,178	45,013	7,923	-	-	-	-	904,114	
Ending Balance (Deficit)	846,541	53,652	3,921	-	-	-	-	904,114	

Current detailed budget projection:

	FY 2023-24		FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	
REVENUES									
State Financing Sources	2,497,030	12,446						2,509,476	
Grants			71,918					71,918	
Other Financing Sources	67,499	76,056						143,555	
TOTAL REVENUES	2,564,529	88,502	71,918	-	-	-	-	2,724,949	
EXPENDITURES									
Salaries	1,052,718	22,790	10,191					1,085,699	
Staff Benefits	656,071	15,948	7,274					679,293	
General Expense	185,989	591	4,907					191,487	
Printing	1,444							1,444	
Telecommunications	17,450	1,168	4,988					23,606	
Postage	(171)	371						200	
Insurance	2,293							2,293	
Travel in State	125							125	
Travel Out of State	-							-	
Training	2,860							2,860	
Security	568	32	176					776	
Facilities Operations	5,747	91	526					6,364	
Utilities								-	
Contracted Services	353,180	25,431	43,016					421,627	
Consulting and Professional Services - County Provided								-	
Information Technology (IT)	284,072	11,326	3,631					299,029	
Major Equipment	5,449							5,449	
Other Items of Expense	1,760							1,760	
Juror Costs	2,676							2,676	
Other	(3,216)	2,115	1,201					100	
Debt Service								-	
Court Construction								-	
Distributed Administration & Allocation								-	
Prior Year Expense Adjustment	151		10					161	
TOTAL EXPENDITURES	2,569,166	79,863	75,920	-	-	-	-	2,724,949	
Operating Transfers In (Out)								-	
Fund Balance (Deficit)									
Beginning Balance (Deficit)	846,541	53,652	3,921	-	-	-	-	904,114	
Ending Balance (Deficit)	841,904	62,291	(81)	-	-	-	-	904,114	

Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - 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)	841,904	62,291	(81)	-	-	-	-	904,114
Ending Balance (Deficit)	841,904	62,291	(81)	-	-	-	-	904,114

Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - 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)	841,904	62,291	(81)	-	-	-	-	904,114
Ending Balance (Deficit)	841,904	62,291	(81)	-	-	-	-	904,114

Application for TCTF Funds Held on Behalf of the Court

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

Expenses Category		Amount
GL Account	Description	
900000	Salaries	12,000
910000	Staff Benefits	8,000
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	120,000
940000	Consulting and Professional Services - County Provided	
943000	Information Technology (IT)	
945000	Major Equipment	
950000	Other Items of Expense	
972000	Other	
973000	Debt Service	
983000	Court Construction	
990000	Distributed Administration & Allocation	
Total		140,000

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

Original Request:

Description	FY 2018-19 ▼	FY 2019-20 ▼	FY 2020-21 ▼	FY 2021-22 ▼	FY 2022-23 ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Total
Contribution	36,898	23,102	45,000						105,000
Expenditures			30,000	40,000	35,000				105,000
Cumulative Balance	36,898	60,000	75,000	35,000	-	-	-	-	-

Amended request

Description	FY 2018-19 ▼	FY 2019-20 ▼	FY 2020-21 ▼	FY 2021-22 ▼	FY 2022-23 ▼	FY 2023-24 ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Total
Contribution	36,898	23,102	45,000		35,000				140,000
Expenditures			30,000	40,000	35,000	35,000			140,000
Cumulative Balance	36,898	60,000	75,000	35,000	35,000	-	-	-	-

APPLICATION FOR TCTF FUNDS HELD ON BEHALF OF THE COURT

Please check the type of request:		
<input type="checkbox"/> NEW REQUEST <i>(Complete Section I, III, and IV only.)</i> <input checked="" type="checkbox"/> AMENDED REQUEST <i>(Complete Sections I through IV.)</i>		
SECTION I: GENERAL INFORMATION		
SUPERIOR COURT: Click here to enter court MONO		PERSON AUTHORIZING REQUEST <i>(Presiding Judge or Court Executive Officer):</i> Lester Perpall
		CONTACT PERSON AND CONTACT INFO: Tammy Laframboise 760-923-2304
DATE OF SUBMISSION: 9/21/2022	TIME PERIOD COVERED BY THE REQUEST, INCLUDING CONTRIBUTION AND EXPENDITURE: FY 18-19 – FY 23-24	REQUESTED AMOUNT: \$70,000
REASON FOR REQUEST <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>Request to hold TCTF funds for vehicle replacement of our 2012 Ford Escape. We consider a 10-year lifespan for a vehicle in the mountainous, winter driving environment of Mono County to be appropriate with regard to safety and reliability.</p>		
SECTION II: AMENDED REQUEST CHANGES		
A. Identify sections and answers amended.		
SECTION I, TIME PERIOD COVERED BY THE REQUEST & REQUESTED AMOUNT, SECTION II, SECTION IV. A TAB, B TAB, C TAB & SECTION IV.D TABS.		
B. Provide a summary of the changes to the request.		
Now that the FY 21-22 has been finalized, the court would like to increase the original funds held request by \$10,000 to a total of \$70,000 to ensure that an appropriate winter vehicle will be able to be purchased when needed. Due to the economy, we feel it would be best to wait an additional year to purchase a new vehicle.		
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.		
Now that our court has filled all positions in our schedule 7A, we do not have the budget flexibility to expend the amount requested. The courts oldest vehicle has approximately 47,000 miles on it so there are still several years of useful life which most likely will extend beyond the three-year encumbrance term. Once the court needs a new vehicle, we would like the funding to be available.		

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

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

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

We have two day per week travel of employees to our Bridgeport courthouse that is 50 miles away, over two mountain passes. Without reliable transportation, we possibility would not be able to staff the courthouse.

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

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

Limited access to the Court for geographically over half of the county.

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

See C above.

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

We believe that use of our own funding is preferable to requesting supplemental funding.

SECTION IV: FINANCIAL INFORMATION

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

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

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

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

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

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

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

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

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

If a cost efficiency, please provide cost comparison

Status Quo		Select Fiscal Year ▼			
GL Account	Description	Amount	Amount	Amount	Amount
N/A	Dedicated Revenue Stream (if applicable)				
900000	Salaries				
910000	Staff Benefits				
920001	General Expense				
924000	Printing				
925000	Telecommunications				
926000	Postage				
928000	Insurance				
929000	Travel in State				
931000	Travel Out of State				
933000	Training				
934000	Security				
935000	Facilities Operations				
936000	Utilities				
938000	Contracted Services				
940000	Consulting and Professional Services - County Provided				
943000	Information Technology (IT)				
945000	Major Equipment				
950000	Other Items of Expense				
972000	Other				
973000	Debt Service				
983000	Court Construction				
990000	Distributed Administration & Allocation				
Net Revenue (Expense)		-	-	-	-

Proposed Project		Amount	Amount	Amount	Amount
GL Account	Description	Amount	Amount	Amount	Amount
N/A	Dedicated Revenue Stream (if applicable)				
900000	Salaries				
910000	Staff Benefits				
920001	General Expense				
924000	Printing				
925000	Telecommunications				
926000	Postage				
928000	Insurance				
929000	Travel in State				
931000	Travel Out of State				
933000	Training				
934000	Security				
935000	Facilities Operations				
936000	Utilities				
938000	Contracted Services				
940000	Consulting and Professional Services - County Provided				
943000	Information Technology (IT)				
945000	Major Equipment				
950000	Other Items of Expense				
972000	Other				
973000	Debt Service				
983000	Court Construction				
990000	Distributed Administration & Allocation				
Net Revenue (Expense)		-	-	-	-

Cumulative Cost Savings	-	-	-	-
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If a cost efficiency, please provide cost comparison

Status Quo		Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼
GL Account	Description	Amount	Amount	Amount
N/A	Dedicated Revenue Stream (if applicable)			
900000	Salaries			
910000	Staff Benefits			
920001	General Expense			
924000	Printing			
925000	Telecommunications			
926000	Postage			
928000	Insurance			
929000	Travel in State			
931000	Travel Out of State			
933000	Training			
934000	Security			
935000	Facilities Operations			
936000	Utilities			
938000	Contracted Services			
940000	Consulting and Professional Services - County Provided			
943000	Information Technology (IT)			
945000	Major Equipment			
950000	Other Items of Expense			
972000	Other			
973000	Debt Service			
983000	Court Construction			
990000	Distributed Administration & Allocation			
Net Revenue (Expense)		-	-	-

Proposed Project		Amount	Amount	Amount
GL Account	Description	Amount	Amount	Amount
N/A	Dedicated Revenue Stream (if applicable)			
900000	Salaries			
910000	Staff Benefits			
920001	General Expense			
924000	Printing			
925000	Telecommunications			
926000	Postage			
928000	Insurance			
929000	Travel in State			
931000	Travel Out of State			
933000	Training			
934000	Security			
935000	Facilities Operations			
936000	Utilities			
938000	Contracted Services			
940000	Consulting and Professional Services - County Provided			
943000	Information Technology (IT)			
945000	Major Equipment			
950000	Other Items of Expense			
972000	Other			
973000	Debt Service			
983000	Court Construction			
990000	Distributed Administration & Allocation			
Net Revenue (Expense)		-	-	-

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

FY 2021-22	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance	635,452	78,009	-					713,461
Revenues	2,910,305	180,319	61,743					3,152,367
Expenditures	2,797,988	167,406	62,505					3,027,899
Operating Transfers In (Out)	(762)		762					-
Ending Fund Balance	747,007	90,922	-	-	-	-	-	837,929

FY 2020-21	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance	584,526	65,178	-					649,704
Revenues	2,594,936	88,695	71,918					2,755,549
Expenditures	2,544,009	75,864	71,919					2,691,792
Operating Transfers In (Out)	(1)		1					-
Ending Fund Balance	635,452	78,009	-	-	-	-	-	713,461

FY 2019-20	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance	207,884	51,377	-					259,261
Revenues	2,425,616	83,488	80,716					2,589,820
Expenditures	2,048,974	69,687	80,716					2,199,377
Operating Transfers In (Out)								-
Ending Fund Balance	584,526	65,178	-	-	-	-	-	649,704

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

	FY 2018-19		FUNDS					
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources	2,149,604	10,547						2,160,151
Grants			98,533					98,533
Other Financing Sources	37,563	68,739						106,302
TOTAL REVENUES	2,187,168	79,286	98,533	-	-	-	-	2,364,987
EXPENDITURES								
Salaries	842,282	21,011	14,370					877,663
Staff Benefits	706,124	23,296	9,930					739,351
General Expense	91,455	700	8,676					100,831
Printing	1,265	48	436					1,748
Telecommunications	10,793	843	5,939					17,575
Postage	7,591	396	13					8,000
Insurance	2,108	-	-					2,108
Travel in State	3,285	5	1,533					4,823
Travel Out of State	-	-	-					-
Training	553		508					1,061
Security	327	32	295					655
Facilities Operations	15,351	1,198	11,705					28,255
Utilities	-	-	-					-
Contracted Services	240,595	10,687	42,353					293,635
Consulting and Professional Services - County Provided	40	-	-					40
Information Technology (IT)	154,537	7,476	2,196					164,210
Major Equipment	-	-	-					-
Other Items of Expense	2,287	3	104					2,393
Juror Costs	222							222
Other	520							520
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	2,079,333	65,698	98,058	-	-	-	-	2,243,089
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)								-
Ending Balance (Deficit)	107,835	13,588	475	-	-	-	-	121,898

Current detailed budget projection on behalf of the court

	FY 2019-20		FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	
REVENUES									
State Financing Sources	2,368,463	10,597						2,379,060	
Grants			79,574					79,574	
Other Financing Sources	35,438	58,609						94,046	
TOTAL REVENUES	2,403,900	69,206	79,574	-	-	-	-	2,552,680	
EXPENDITURES									
Salaries	879,965	20,040	14,776					914,782	
Staff Benefits	532,203	15,912	8,968					557,083	
General Expense	81,787	467	4,540					86,794	
Printing	1,281	15	105					1,401	
Telecommunications	12,246	857	4,404					17,506	
Postage	27,457	375						27,832	
Insurance	2,265							2,265	
Travel in State	5,494		1,835					7,329	
Travel Out of State	-							-	
Training	4,706		431					5,137	
Security	396	32	226					655	
Facilities Operations	16,668	516	4,098					21,282	
Utilities	-							-	
Contracted Services	275,153	19,219	32,577					326,949	
Consulting and Professional Services - County Provided	-							-	
Information Technology (IT)	75,193	8,205	1,920					85,318	
Major Equipment								-	
Other Items of Expense	2,861							2,861	
Juror Costs	769							769	
Other	-	325	154					479	
Debt Service								-	
Court Construction								-	
Distributed Administration & Allocation								-	
Prior Year Expense Adjustment	(2,031)		631					(1,400)	
TOTAL EXPENDITURES	1,916,415	65,963	74,663	-	-	-	-	2,057,041	
Operating Transfers In (Out)								-	
Fund Balance (Deficit)									
Beginning Balance (Deficit)	107,835	13,588	475	-	-	-	-	121,898	
Ending Balance (Deficit)	595,320	16,831	5,386	-	-	-	-	617,537	

Current detailed budget projection:

	FY 2021-22		FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	
REVENUES									
State Financing Sources	2,527,437	12,639						2,540,076	
Grants			71,918					71,918	
Other Financing Sources	67,499	76,056						143,555	
TOTAL REVENUES	2,594,936	88,695	71,918	-	-	-	-	2,755,549	
EXPENDITURES									
Salaries	992,931	20,790	8,191					1,021,911	
Staff Benefits	610,212	13,948	5,274					629,434	
General Expense	191,487	591	4,907					196,985	
Printing	1,444							1,444	
Telecommunications	17,450	1,168	4,988					23,606	
Postage	(171)	371						200	
Insurance	2,293							2,293	
Travel in State	125							125	
Travel Out of State	-							-	
Training	2,860							2,860	
Security	568	32	176					776	
Facilities Operations	5,747	91	526					6,364	
Utilities								-	
Contracted Services	353,180	25,431	43,016					421,627	
Consulting and Professional Services - County Provided								-	
Information Technology (IT)	359,064	11,326	3,631					374,021	
Major Equipment	5,449							5,449	
Other Items of Expense	1,760							1,760	
Juror Costs	2,676							2,676	
Other	(3,216)	2,115	1,201					100	
Debt Service								-	
Court Construction								-	
Distributed Administration & Allocation								-	
Prior Year Expense Adjustment	151		10					161	
TOTAL EXPENDITURES	2,544,010	75,863	71,920	-	-	-	-	2,691,793	
Operating Transfers In (Out)								-	
Fund Balance (Deficit)									
Beginning Balance (Deficit)	595,320	16,831	5,386	-	-	-	-	617,537	
Ending Balance (Deficit)	646,246	29,663	5,384	-	-	-	-	681,293	

Current detailed budget projection:

	FY 2023-24		FUNDS					
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources	2,497,030	12,446						2,509,476
Grants			71,918					71,918
Other Financing Sources	67,499	76,056						143,555
TOTAL REVENUES	2,564,529	88,502	71,918	-	-	-	-	2,724,949
EXPENDITURES								
Salaries	1,085,699	22,790	10,191					1,118,680
Staff Benefits	623,090	15,948	7,274					646,312
General Expense	185,989	591	4,907					191,487
Printing	1,444							1,444
Telecommunications	17,450	1,168	4,988					23,606
Postage	(171)	371						200
Insurance	2,293							2,293
Travel in State	125							125
Travel Out of State	-							-
Training	2,860							2,860
Security	568	32	176					776
Facilities Operations	5,747	91	526					6,364
Utilities								-
Contracted Services	353,180	25,431	43,016					421,627
Consulting and Professional Services - County Provided								-
Information Technology (IT)	284,072	11,326	3,631					299,029
Major Equipment	5,449							5,449
Other Items of Expense	1,760							1,760
Juror Costs	2,676							2,676
Other	(3,216)	2,115	1,201					100
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment	151		10					161
TOTAL EXPENDITURES	2,569,166	79,863	75,920	-	-	-	-	2,724,949
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	646,246	29,663	5,384	-	-	-	-	681,293
Ending Balance (Deficit)	641,609	38,301	1,382	-	-	-	-	681,293

Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - 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)	641,609	38,301	1,382	-	-	-	-	681,293
Ending Balance (Deficit)	641,609	38,301	1,382	-	-	-	-	681,293

Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - 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)	641,609	38,301	1,382	-	-	-	-	681,293
Ending Balance (Deficit)	641,609	38,301	1,382	-	-	-	-	681,293

Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - 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)	641,609	38,301	1,382	-	-	-	-	681,293
Ending Balance (Deficit)	641,609	38,301	1,382	-	-	-	-	681,293

Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - 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)	641,609	38,301	1,382	-	-	-	-	681,293
Ending Balance (Deficit)	641,609	38,301	1,382	-	-	-	-	681,293

Application for TCTF Funds Held on Behalf of the Court

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

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

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

Original Request:

Description	FY 2018-19 ▼	FY 2019-20 ▼	FY 2022-23 ▼	Select Fiscal Year ▼	Total				
Contribution	40,000	20,000							60,000
Expenditures			60,000						60,000
Cumulative Balance	40,000	60,000	-	-	-	-	-	-	-

Amended request

Description	FY 2018-19 ▼	FY 2019-20 ▼	FY 2021-22 ▼	FY 2023-24 ▼	Select Fiscal Year ▼	Total			
Contribution	40,000	20,000	10,000						70,000
Expenditures				70,000					70,000
Cumulative Balance	40,000	60,000	70,000	-	-	-	-	-	-

APPLICATION FOR TCTF FUNDS HELD ON BEHALF OF THE COURT

Please check the type of request:

 NEW REQUEST (Complete Section I, III, and IV only.) **AMENDED REQUEST** (Complete Sections I through IV.)**SECTION I: GENERAL INFORMATION****SUPERIOR COURT:**

Monterey

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

CEO Chris Ruhl

CONTACT PERSON AND CONTACT INFO:Colin Simpson colin.simpson@monterey.courts.ca.gov 831-775-5630**DATE OF SUBMISSION:**

9/21/2022

TIME PERIOD COVERED BY THE REQUEST, INCLUDING CONTRIBUTION AND EXPENDITURE: FY 2021-2022 THROUGH 2022-2023

REQUESTED AMOUNT:**\$329,446, \$107,953 in FY 2022-2023**

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

Amended: Phase III of the project to include a generator to support the energy capacity needs of the disaster recovery site, \$107,953 addition increasing the request amount from \$221,493 to \$329,446. The request also includes a carryover of \$48,537 from 2021-2022 as work has not been completed related to the original scope of the project.

Monterey County Superior Court requests \$329,445 to be held on the Court's behalf to upgrade the power infrastructure and data center (Main Data Facility, MDF) located in the Court's King City facility. This upgrade would allow the facility to become a disaster recovery site to meet existing and future information technology and operational needs.

The Monterey County Superior Court's current disaster recovery plan for technological systems, a critical component of business continuity, lacks resilience because both of the Court's current computer data centers are in close proximity of each other and, potentially, within the same disaster zone. In the case of a regional catastrophe caused by a flood, wildfire, earthquake, or other natural disasters, the Court cannot currently quickly recover critical technical systems and business applications necessary to re-establish core court operational functions. The inability to restore access to the Court's case management system, jury service application, electronic court record, and other essential systems within a realistic timeframe would stifle local access to justice and stall mandated responsibilities for possibly an extended period. Under the current conditions, it could take from days to weeks to recover from a disaster impacting both the Salinas and Marina data centers, even assuming the availability of network infrastructure and hardware, data facilities, and other resources necessary for system and application restoration. If faced with such a disaster and the inability to recover promptly, this would negatively impact the public's access to justice when most needed and erode public confidence.

Currently, the primary data center for the Monterey County Superior Court is housed at the main courthouse in Salinas, California. Due to the limited availability of telecommunications and other infrastructure services in specific geographic locations combined with the limited options for judicial branch-owned court facilities in Monterey County, the redundant computer facility resides in the courthouse located in Marina, California, approximately one mile from the Pacific Ocean and only eight miles from Salinas. This proximity raises concerns about critical system redundancy, especially in the instance of a sea intrusion-related disaster, as was detailed in the Judicial Council's audit finding in 2007. In addition, those eight miles that separate the Salinas and Marina data centers face three major threats: 1) floods from a one-hundred-year FEMA flood zone, 2) earthquakes from the San Andreas fault line, 3) and tsunamis swelling out of the Monterey deep-sea canyon caused by localized or remote seismic activity.

Although the Court is acutely aware of this risk, several factors have prevented us from implementing a comprehensive solution to mitigate the risk, not limited to funding. The Court explored building partnerships with other courts to locate disaster recovery systems jointly, but this option presents governance difficulties and proved to be an expensive alternative. In 2018, leveraging the innovation grant funds, Monterey led the cloud-based disaster recovery

project in collaboration with 26 California Courts. The initiative's goal was to pilot and demonstrate the viability of cloud-based, emerging disaster recovery solutions for the timely recovery of critical court services. One of the key findings of the pilot project was that there are significant costs and complexities associated with deploying cloud-based recovery solutions rather than utilizing and building a local site-to-site disaster recovery infrastructure. At present, it is cost-prohibitive for Monterey to pursue emerging technologies.

To date, we had been unsuccessful in finding a viable and cost-effective solution for sharing and maintaining computer systems among various branch entities until the recent reopening of the King City Courthouse. With King City roughly 43 miles southeast of Salinas and a distance of approximately 25 miles from the Pacific Ocean with an intervening mountain range, this location as the secondary data center presents a lesser risk of both it and the primary Salinas Courthouse data center succumbing to the immediate impact and related aftereffects of the same catastrophic event.

Disaster Recovery is a crucial initiative outlined in the Judicial Branch Tactical Plan for Technology. It aligns with Goal 3: Advance IT Security & Infrastructure in the 2019-2022 Judicial Branch Strategic Plan. Reliable systems, applications, and supporting infrastructure are foundational to providing digital services and public access to justice.

SECTION II: AMENDED REQUEST CHANGES

A. Identify sections and answers amended.

Section I: Requested Amount, Reason for Request, Section IV

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

The requested amount and financial information were updated as the work was not completed in FY 2021–2022. In addition, the scope was increased to include Phase III of the project at an additional cost of \$107,953. The request also includes a carryover of \$48,537 from 2021–2022 as work has not been completed related to the original scope of the project. \$172,956 of the \$221,493 allocated in 2021–2022 was expended. The work that remains in FY 2022–2023 including the expanded scope has an estimated cost of \$156,490, increasing the total project cost to \$329,446. Section IVA through D were updated to reflect the additional year in court budgets, fund balances, requested funds held on behalf of the court in FY 2022–2023, and the updated estimated project cost. Section IVB could not be updated for FY 2022–2023 as the court is still in contract negotiations with the union but will update the worksheet once the budget is finalized.

SECTION III: TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE

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

These funds are needed to acquire equipment and procure related goods and services necessary for this project. This is a significant one-time outlay of funds for court infrastructure that the Court could not assume to include in its operational costs. The one-time costs of the project are outside the operating costs for the Court, but the ongoing costs are being determined and assumed in the Court's operating budget

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?

A robust disaster recovery program is a critical component of an organization's continuity of operations or business continuity plan. The new King City Courthouse disaster recovery site would reduce the risks that a flood, wildfire, earthquake, tsunami or other natural disasters present to the Court's critical technical systems and business applications necessary to core court operational functions. The inability to restore access to the Court's case management system, jury service application, electronic court record, and other essential systems within a realistic timeframe would stifle local access to justice and stall mandated responsibilities for possibly an extended period. Under the current conditions, it could take from days to weeks to recover from a disaster impacting both the Salinas and Marina data centers, even assuming the availability of network infrastructure and hardware, data facilities, and other resources necessary for system and application restoration. If faced with such a disaster and

the inability to recover promptly, this would negatively impact the public's access to justice when most needed and erode public confidence.

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

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

Under the current conditions, it could take from days to weeks to recover from a disaster impacting both the Salinas and Marina data centers, even assuming the availability of network infrastructure and hardware, data facilities, and other resources necessary for system and application restoration. If faced with such a disaster and the inability to recover promptly, this would negatively impact the public's access to justice when most needed and erode public confidence.

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

Under the current conditions, it could take from days to weeks to recover from a disaster impacting both the Salinas and Marina data centers, even assuming the availability of network infrastructure and hardware, data facilities, and other resources necessary for system and application restoration. If faced with such a disaster and the inability to recover promptly, this would negatively impact the public's access to justice when most needed and erode public confidence.

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

The one-time local costs of this IT infrastructure project are outside the operating costs for the Court and are consistent with the guidelines and intent of the TCTF Funds Held on Behalf of the Courts process. Without the TCTF FHOB process, the Court would need to significantly reduce its capacity to provide planned services in order to fund these costs necessary to open and put the disaster recovery site into operation, thereby negatively impacting the public.

SECTION IV: FINANCIAL INFORMATION

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

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

See attached

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

See attached

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

See attached

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

See attached

If a cost efficiency, please provide cost comparison

Status Quo		Select Fiscal Year ▼			
GL Account	Description	Amount	Amount	Amount	Amount
N/A	Dedicated Revenue Stream (if applicable)				
900000	Salaries				
910000	Staff Benefits				
920001	General Expense				
924000	Printing				
925000	Telecommunications				
926000	Postage				
928000	Insurance				
929000	Travel in State				
931000	Travel Out of State				
933000	Training				
934000	Security				
935000	Facilities Operations				
936000	Utilities				
938000	Contracted Services				
940000	Consulting and Professional Services - County Provided				
943000	Information Technology (IT)				
945000	Major Equipment				
950000	Other Items of Expense				
972000	Other				
973000	Debt Service				
983000	Court Construction				
990000	Distributed Administration & Allocation				
Net Revenue (Expense)		-	-	-	-

Proposed Project		Amount	Amount	Amount	Amount
GL Account	Description	Amount	Amount	Amount	Amount
N/A	Dedicated Revenue Stream (if applicable)				
900000	Salaries				
910000	Staff Benefits				
920001	General Expense				
924000	Printing				
925000	Telecommunications				
926000	Postage				
928000	Insurance				
929000	Travel in State				
931000	Travel Out of State				
933000	Training				
934000	Security				
935000	Facilities Operations				
936000	Utilities				
938000	Contracted Services				
940000	Consulting and Professional Services - County Provided				
943000	Information Technology (IT)				
945000	Major Equipment				
950000	Other Items of Expense				
972000	Other				
973000	Debt Service				
983000	Court Construction				
990000	Distributed Administration & Allocation				
Net Revenue (Expense)		-	-	-	-

Cumulative Cost Savings	-	-	-	-
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If a cost efficiency, please provide cost comparison

Status Quo		Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼
GL Account	Description	Amount	Amount	Amount
N/A	Dedicated Revenue Stream (if applicable)			
900000	Salaries			
910000	Staff Benefits			
920001	General Expense			
924000	Printing			
925000	Telecommunications			
926000	Postage			
928000	Insurance			
929000	Travel in State			
931000	Travel Out of State			
933000	Training			
934000	Security			
935000	Facilities Operations			
936000	Utilities			
938000	Contracted Services			
940000	Consulting and Professional Services - County Provided			
943000	Information Technology (IT)			
945000	Major Equipment			
950000	Other Items of Expense			
972000	Other			
973000	Debt Service			
983000	Court Construction			
990000	Distributed Administration & Allocation			
Net Revenue (Expense)		-	-	-

Proposed Project		Amount	Amount	Amount
GL Account	Description	Amount	Amount	Amount
N/A	Dedicated Revenue Stream (if applicable)			
900000	Salaries			
910000	Staff Benefits			
920001	General Expense			
924000	Printing			
925000	Telecommunications			
926000	Postage			
928000	Insurance			
929000	Travel in State			
931000	Travel Out of State			
933000	Training			
934000	Security			
935000	Facilities Operations			
936000	Utilities			
938000	Contracted Services			
940000	Consulting and Professional Services - County Provided			
943000	Information Technology (IT)			
945000	Major Equipment			
950000	Other Items of Expense			
972000	Other			
973000	Debt Service			
983000	Court Construction			
990000	Distributed Administration & Allocation			
Net Revenue (Expense)		-	-	-

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

FY 2021-22	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance	1,807,023	1,051,941	-	-	-	-	-	2,858,964
Revenues	26,620,111	1,130,177	688,555	-	-	-	-	28,438,843
Expenditures	26,494,236	943,439	1,027,702	-	-	-	-	28,465,377
Operating Transfers In (Out)	(339,399)	252	339,147	-	-	-	-	-
Ending Fund Balance	1,593,499	1,238,931	-	-	-	-	-	2,832,430

FY 2020-21	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance	1,231,917	873,000	-	-	-	-	-	2,104,917
Revenues	24,565,282	550,258	674,882	-	-	-	-	25,790,421
Expenditures	23,672,052	373,161	991,161	-	-	-	-	25,036,374
Operating Transfers In (Out)	(318,123)	1,844	316,279	-	-	-	-	-
Ending Fund Balance	1,807,023	1,051,941	-	-	-	-	-	2,858,964

FY 2019-20	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance	701,400	679,695	-					1,381,095
Revenues	24,885,416	534,603	1,284,509					26,704,527
Expenditures	24,044,801	341,297	1,594,606					25,980,705
Operating Transfers In (Out)	(310,098)	-	310,098					-
Ending Fund Balance	1,231,917	873,000	-	-	-	-	-	2,104,917

Current detailed budget projection on court's behalf

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - 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)	806,721	1,242,341	-	-	-	-	-	2,049,062
Ending Balance (Deficit)	806,721	1,242,341	-	-	-	-	-	2,049,062

Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - 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)	806,721	1,242,341	-	-	-	-	-	2,049,062
Ending Balance (Deficit)	806,721	1,242,341	-	-	-	-	-	2,049,062

Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - 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)	806,721	1,242,341	-	-	-	-	-	2,049,062
Ending Balance (Deficit)	806,721	1,242,341	-	-	-	-	-	2,049,062

Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - 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)	806,721	1,242,341	-	-	-	-	-	2,049,062
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Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - 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)	806,721	1,242,341	-	-	-	-	-	2,049,062
Ending Balance (Deficit)	806,721	1,242,341	-	-	-	-	-	2,049,062

Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - 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)	806,721	1,242,341	-	-	-	-	-	2,049,062
Ending Balance (Deficit)	806,721	1,242,341	-	-	-	-	-	2,049,062

Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - 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)	806,721	1,242,341	-	-	-	-	-	2,049,062
Ending Balance (Deficit)	806,721	1,242,341	-	-	-	-	-	2,049,062

Application for TCTF Funds Held on Behalf of the Court

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

Expenses Category		Amount
GL Account	Description	
900000	Salaries	-
910000	Staff Benefits	-
920001	General Expense	24,000
924000	Printing	-
925000	Telecommunications	-
926000	Postage	-
928000	Insurance	-
929000	Travel in State	-
931000	Travel Out of State	-
933000	Training	-
934000	Security	-
935000	Facilities Operations	20,000
936000	Utilities	-
938000	Contracted Services	45,000
940000	Consulting and Professional Services - County Provided	-
943000	Information Technology (IT)	-
945000	Major Equipment	240,446
950000	Other Items of Expense	-
972000	Other	-
973000	Debt Service	-
983000	Court Construction	-
990000	Distributed Administration & Allocation	-
Total		329,446

APPLICATION FOR TCTF FUNDS HELD ON BEHALF OF THE COURT

Please check the type of request:

 NEW REQUEST (Complete Section I, III, and IV only.) **AMENDED REQUEST** (Complete Sections I through IV.)**SECTION I: GENERAL INFORMATION****SUPERIOR COURT:**

Monterey

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

CEO Chris Ruhl

CONTACT PERSON AND CONTACT INFO:Colin Simpson colin.simpson@monterey.courts.ca.gov 831-775-5630**DATE OF SUBMISSION:**

9/21/2022

TIME PERIOD COVERED BY THE REQUEST, INCLUDING CONTRIBUTION AND EXPENDITURE: FY 2020-21 THROUGH 2022-23

REQUESTED AMOUNT:

\$297,095, \$50,000 in FY 2022–2023

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

Amended: Landscaping and Parking Lot Improvements \$50,000 addition increasing the request amount from \$247,095 to \$297,095. The request also includes a carryover of \$38,504 from 2021–2022 as work has not been completed related to the original scope of the project.

As part of the Monterey County Superior Court's efforts to reestablish services for the residents of South Monterey County at the King City Courthouse, the Court requests funds to be held on behalf to continue its efforts to improve landscaping and the safety conditions of the parking lot. The King City Courthouse parking lot is in need of significant improvements to prevent damage to the Court and visitors' vehicles. In addition, it became evident that the landscaping, just like the parking lot, reflected many years of neglect which has created safety hazards for the visiting public.

The Court plans to work closely with the JCC Facilities Management Unit and the County of Monterey Public Works to make improvements that will make the exterior of the facility dignified and safe for walking on the sidewalk or through landscaping areas. The projects will entail working to reconstruct or chip seal and restripe the parking lot and improve landscaping by adding shrubs and other low-maintenance plants.

South Monterey County residents make up roughly 17% of Monterey County's population – many of whom lack access to legal services and represent themselves in court, have little access to reliable transportation including public transit, making court appearances or utilizing court resources in Salinas and Monterey difficult and time consuming, and do not have the financial flexibility to miss entire days of work for which they would go unpaid. The court recognizes the need for additional court services in South Monterey County, particularly for self-represented litigants (SRL's) in civil, family law, and guardianships. The court estimates the number of South County SRL's to be greatest in family law, small claims and child support. To better serve and meet the needs of South Monterey County, the court plans to re-establish services at its King City Courthouse. As currently conceived, the courthouse would consist of one hearing room size, multi-purpose courtroom equipped with video remote equipment. Consistent with the Chief Justice's vision for remote hearings in non-criminal case types, this courtroom would allow judicial officers to either appear in person or via video remote for hearings in the following categories: traffic, small claims, restraining orders, name changes, guardianships and some family law matters. Specifically, planned services include:

- Traffic and small claims matters would be heard 2 days per month.*
- Self-Help services would be provided on a 2 day per week basis.*
- On the days that Self-Help services are offered, court administrative services would also be available (accepting payments, filing documents, etc.).*
- Remote hearings in guardianships, restraining orders and family law matters would be scheduled as the ability to provide these hearings is operationalized.*
- Remote or in person meeting space for Family Law matters, including instructional videos, mediations and consultations, would be a part of the court facility.*

- Meeting space for court personnel and/or court focused community support organizations (YWCA, LSFS, others) is also part of the facility plan.

In order to reestablish services in King City, the court will need to expend significant one-time monies to make the courthouse operational again. The Judicial Council (JCC) and the County of Monterey have already committed significant resources to this project. The timing of the court's role in readying the courthouse depends on the completion of projects to:

1. Replace the roof of the building, which has already been approved by the JCC's Trial Court Facilities Modification Advisory Committee (TCFMAC) and funded by the JCC and the county – the building is jointly occupied by the court and the county – with the project managed by the JCC.
2. Subsequently complete significant interior facility repairs, as approved by the JCC's TCFMAC.

After the above repairs took place, the court initially expected to expend \$366,359 to renovate, equip, and furnish the King City Courthouse. With some estimated cost savings, the project is now expected to cost **\$337,613**. Of this amount, **\$297,095** would be funded through the TCTF Funds Held on Behalf of the Court process with \$169,454 previously allocated to the court in FY 2020–2021 and \$77,641 allocated in FY 2021–2022. Costs include IT equipment, furniture, partitions, paint and flooring. The ongoing costs have already been determined and assumed in the court's operational budget.

For many years the Monterey Superior Court provided court administrative services, a pretrial courtroom and a part-time traffic commissioner hearing room in South Monterey County at the King City Courthouse. In 2013, due to a severe reduction in funding across the judicial branch, the court cut staff court-wide by over 20% and the King City Courthouse, which the Judicial Council had planned to replace with a new courthouse in Greenfield, was closed. Unfortunately, late in 2013, the Judicial Council suspended and later cancelled the construction of the Greenfield Courthouse due to the same funding crisis.

In 2018, in an effort to address the needs of South Monterey County residents, the court collaborated with the city of Greenfield to begin offering Self-Help services one-half day a month from the Greenfield City Council chambers. Beginning in 2019, Self-Help services in both English and Spanish were available in Greenfield twice a month. In addition, a commissioner heard traffic and small claims matters once a month. Unfortunately, the COVID-19 pandemic forced the court to shutter services at this location. However, even before the COVID-19 pandemic, the court recognized that Greenfield was not a preferred permanent solution since it was not a dedicated space for the court. While technology allowed the court to "move into" this space each day services were offered, the set up and take down each time is suboptimal and leaves little opportunity for meaningful expansion of services.

The court's vision for additional services in South County will begin with a focus on delivery of robust Self-Help services. During the time these services have been offered in Greenfield, the participation suggests that additional Self-Help services will be used by the community. Users of the Self-Help services offered in Greenfield 2 days per month increased from an average of 9 per month in the first 6 months to 30 per month for 2019. The court's vision is also to develop a roll out for a variety of court hearings in traffic, small claims, restraining orders, name changes, guardianships and some family law matters. Many of these hearings are specialized areas of the law, involving a judge knowledgeable on the particular topics. As such, these are not matters that can be handled by one individual judicial officer. To be able to deliver a diverse set of court hearings in South County, many of the appearances by individuals will be remote hearings into a courtroom in one of the primary court facilities in Monterey or Salinas. Litigants will have the option to appear personally in the court in which the judicial officer is located, or remotely via video at the King City Courthouse. In order to accomplish these goals, it will be necessary to develop a dedicated facility to provide Self-Help Services, administrative services, court hearings and remote hearings. The facility may also provide remote capabilities, meeting space and conference space for Family Law mediation services and for other court-related community-based organizations.

SECTION II: AMENDED REQUEST CHANGES

A. Identify sections and answers amended.

Section I: Requested Amount, Reason for Request Section IIIA, Section IV

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

The requested amount and financial information were updated as the work was not completed in FY 2020–2021 and FY 2021–2022. In addition, the scope was increased to include work on the exterior of the courthouse at a cost of \$50,000. The request also includes a carryover of \$38,504 from 2021–2022 as work has not been completed related to the

original scope of the project. \$39,137 of the \$77,641 allocated in 2021–2022 was expended. The originally requested amount of \$169,454 was exhausted to support \$173,480 in expenditures in FY 2020–2021. The work that remains in FY 2022–2023 including the expanded scope has an estimated cost of \$88,504, increasing the total project cost to \$337,613 and the request to \$297,095 with \$247,095 already allocated to the court in the prior years and \$50,000 to be allocated in FY 2022–2023. Section IIIA was updated to reflect that the project timeline now extends into FY 2022–2023. Section IVA through D were updated to reflect the additional year in court budgets, fund balances, requested funds held on behalf of the court in FY 2022–2023, and the updated estimated project cost. Section IVB could not be updated for FY 2022–2023 as the court is still in contract negotiations with the union but will update the worksheet once the budget is finalized.

SECTION III: TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE

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

These funds reflect a large portion of one-time project costs to renovate, equip, and furnish the King City courthouse so that it may be reopened to serve the public as described above. The Judicial Council and the County of Monterey have already committed significant resources to this project. In addition, given the uncertain nature of present and future funding for the judicial branch and trial courts, the court’s operational funding would be negatively impacted if it must absorb a reduction in funding of this amount while still funding the courthouse project which it had originally hoped to initiate work on in FY 2019-20. The one-time costs of the project are outside the operational costs for the court, but the ongoing costs have already been determined and assumed in the court’s operational budget. The timing of the court’s role in readying the courthouse depends on the completion of projects to replace the roof of the building and to make interior repairs, as set forth in Section I above. Though the court was hopeful that it would be able to complete its work in FY 2021-22, the timing of the completion of the first two phases was not definite, and the court needs the funds held on its behalf so that it may, after completion of the two phases, contract with vendors and initiate and continue the work on the project through FY 2022–2023.

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?

South Monterey County residents make up roughly 17% of Monterey County’s population – many of whom lack access to legal services and represent themselves in court, have little access to reliable transportation, including public transit, making court appearances or utilizing court resources in Salinas and Monterey difficult and time consuming, and do not have the financial flexibility to miss entire days of work for which they would go unpaid. The court recognizes the need for additional court services in South Monterey County, particularly for self-represented litigants (SRL’s) in civil, family law, and guardianships. The court estimates the number of South County SRL’s to be greatest in family law, small claims and child support. To better serve and meet the needs of South Monterey County, the court plans to re-establish services at its King City Courthouse. As currently conceived, the courthouse would consist of one hearing room size, multi- purpose courtroom equipped with video remote equipment. Consistent with the Chief Justice’s vision for remote hearings in non-criminal case types, this courtroom would allow judicial officers to either appear in person or via video remote for hearings in the following categories: traffic, small claims, restraining orders, name changes, guardianships and some family law matters. Specifically, planned services include:

- Traffic and small claims matters would be heard 2 days per month.*
- Self-Help services would be provided on a 2 day per week basis.*
- On the days that Self-Help services are offered, court administrative services would also be available (accepting payments, filing documents, etc.).*
- Remote hearings in guardianships, restraining orders and family law matters would be scheduled as the ability to provide these hearings is operationalized.*
- Remote or in person meeting space for Family Law matters including instructional videos, mediations and consultations would be a part of the court facility.*
- Meeting space for court personnel and/or court focused community support organizations (YWCA, LSFS, others) is also part of the facility plan.*

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

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

Given the uncertain nature of present and future funding for the judicial branch and trial courts due to the COVID-19 pandemic and its economic impact, the court's operational funding would be negatively impacted if it must absorb a reduction in funding of this amount while still funding the courthouse project which it had originally hoped to initiate work on in FY 2019-20. As the Judicial Council and the county have already committed significant resources to this project, the court does not see the discontinuation of the project as a viable or responsible option and would have to absorb the unfunded portion of the project, thereby negatively impacting the funding of other essential court operations. Alternatively, the court could consider cutting its one-time project costs, reducing its capacity to provide planned services and thereby negatively impacting the underserved South Monterey County population.

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

Given the uncertain nature of present and future funding for the judicial branch and trial courts due to the COVID-19 pandemic and its economic impact, the court's operational funding would be negatively impacted if it must absorb a reduction in funding of this amount while still funding the courthouse project which it had originally hoped to initiate work on in FY 2019-20. As the Judicial Council and the county have already committed significant resources to this project, the court does not see the discontinuation of the project as a viable or responsible option and would have to absorb the unfunded portion of the project, thereby negatively impacting the funding of other essential court operations and services to the public. Alternatively, the court could consider cutting its one-time project costs, reducing its capacity to provide planned services and thereby negatively impacting the underserved South Monterey County population.

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

The one-time costs of this facility-related project are outside the operational costs for the court and are consistent with the guidelines and intent of the TCTF Funds Held on Behalf of the Courts process. The court could consider cutting its one-time project costs, reducing its capacity to provide planned services and thereby negatively impacting the underserved South Monterey County population.

SECTION IV: FINANCIAL INFORMATION

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

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

See attached

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

See attached

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

See attached

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

See attached

If a cost efficiency, please provide cost comparison

Status Quo		Select Fiscal Year ▼			
GL Account	Description	Amount	Amount	Amount	Amount
N/A	Dedicated Revenue Stream (if applicable)				
900000	Salaries				
910000	Staff Benefits				
920001	General Expense				
924000	Printing				
925000	Telecommunications				
926000	Postage				
928000	Insurance				
929000	Travel in State				
931000	Travel Out of State				
933000	Training				
934000	Security				
935000	Facilities Operations				
936000	Utilities				
938000	Contracted Services				
940000	Consulting and Professional Services - County Provided				
943000	Information Technology (IT)				
945000	Major Equipment				
950000	Other Items of Expense				
972000	Other				
973000	Debt Service				
983000	Court Construction				
990000	Distributed Administration & Allocation				
Net Revenue (Expense)		-	-	-	-

Proposed Project		Amount	Amount	Amount	Amount
GL Account	Description	Amount	Amount	Amount	Amount
N/A	Dedicated Revenue Stream (if applicable)				
900000	Salaries				
910000	Staff Benefits				
920001	General Expense				
924000	Printing				
925000	Telecommunications				
926000	Postage				
928000	Insurance				
929000	Travel in State				
931000	Travel Out of State				
933000	Training				
934000	Security				
935000	Facilities Operations				
936000	Utilities				
938000	Contracted Services				
940000	Consulting and Professional Services - County Provided				
943000	Information Technology (IT)				
945000	Major Equipment				
950000	Other Items of Expense				
972000	Other				
973000	Debt Service				
983000	Court Construction				
990000	Distributed Administration & Allocation				
Net Revenue (Expense)		-	-	-	-

Cumulative Cost Savings	-	-	-	-
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If a cost efficiency, please provide cost comparison

Status Quo		Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼
GL Account	Description	Amount	Amount	Amount
N/A	Dedicated Revenue Stream (if applicable)			
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			
	Consulting and Professional Services - County Provided			
940000				
943000	Information Technology (IT)			
945000	Major Equipment			
950000	Other Items of Expense			
972000	Other			
973000	Debt Service			
983000	Court Construction			
990000	Distributed Administration & Allocation			
Net Revenue (Expense)		-	-	-

Proposed Project		Amount	Amount	Amount
GL Account	Description	Amount	Amount	Amount
N/A	Dedicated Revenue Stream (if applicable)			
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			
	Consulting and Professional Services - County Provided			
940000				
943000	Information Technology (IT)			
945000	Major Equipment			
950000	Other Items of Expense			
972000	Other			
973000	Debt Service			
983000	Court Construction			
990000	Distributed Administration & Allocation			
Net Revenue (Expense)		-	-	-

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

FY 2021-22	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance	1,807,023	1,051,941	-	-	-	-	-	2,858,964
Revenues	26,620,111	1,130,177	688,555	-	-	-	-	28,438,843
Expenditures	26,494,236	943,439	1,027,702	-	-	-	-	28,465,377
Operating Transfers In (Out)	(339,399)	252	339,147	-	-	-	-	-
Ending Fund Balance	1,593,499	1,238,931	-	-	-	-	-	2,832,430

FY 2020-21	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance	1,231,917	873,000	-	-	-	-	-	2,104,917
Revenues	24,565,282	550,258	674,882	-	-	-	-	25,790,421
Expenditures	23,672,052	373,161	991,161	-	-	-	-	25,036,374
Operating Transfers In (Out)	(318,123)	1,844	316,279	-	-	-	-	-
Ending Fund Balance	1,807,023	1,051,941	-	-	-	-	-	2,858,964

FY 2019-20	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance	701,400	679,695	-					1,381,095
Revenues	24,885,416	534,603	1,284,509					26,704,527
Expenditures	24,044,801	341,297	1,594,606					25,980,705
Operating Transfers In (Out)	(310,098)	-	310,098					-
Ending Fund Balance	1,231,917	873,000	-	-	-	-	-	2,104,917

Current detailed budget projection on court's behalf

	Select Fiscal Year ▼		FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	
REVENUES									
State Financing Sources								-	
Grants								-	
Other Financing Sources								-	
TOTAL REVENUES	-	-	-	-	-	-	-	-	
EXPENDITURES									
Salaries								-	
Staff Benefits								-	
General Expense								-	
Printing								-	
Telecommunications								-	
Postage								-	
Insurance								-	
Travel in State								-	
Travel Out of State								-	
Training								-	
Security								-	
Facilities Operations								-	
Utilities								-	
Contracted Services								-	
Consulting and Professional Services - 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)	806,721	1,242,341	-	-	-	-	-	2,049,062	
Ending Balance (Deficit)	806,721	1,242,341	-	-	-	-	-	2,049,062	

Current detailed budget projection:

	Select Fiscal Year ▼		FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	
REVENUES									
State Financing Sources								-	
Grants								-	
Other Financing Sources								-	
TOTAL REVENUES	-	-	-	-	-	-	-	-	
EXPENDITURES									
Salaries								-	
Staff Benefits								-	
General Expense								-	
Printing								-	
Telecommunications								-	
Postage								-	
Insurance								-	
Travel in State								-	
Travel Out of State								-	
Training								-	
Security								-	
Facilities Operations								-	
Utilities								-	
Contracted Services								-	
Consulting and Professional Services - 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)	806,721	1,242,341	-	-	-	-	-	2,049,062	
Ending Balance (Deficit)	806,721	1,242,341	-	-	-	-	-	2,049,062	

Current detailed budget projection:

	Select Fiscal Year ▼		FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	
REVENUES									
State Financing Sources								-	
Grants								-	
Other Financing Sources								-	
TOTAL REVENUES	-	-	-	-	-	-	-	-	
EXPENDITURES									
Salaries								-	
Staff Benefits								-	
General Expense								-	
Printing								-	
Telecommunications								-	
Postage								-	
Insurance								-	
Travel in State								-	
Travel Out of State								-	
Training								-	
Security								-	
Facilities Operations								-	
Utilities								-	
Contracted Services								-	
Consulting and Professional Services - 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)	806,721	1,242,341	-	-	-	-	-	2,049,062	
Ending Balance (Deficit)	806,721	1,242,341	-	-	-	-	-	2,049,062	

Current detailed budget projection:

	Select Fiscal Year ▼		FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	
REVENUES									
State Financing Sources								-	
Grants								-	
Other Financing Sources								-	
TOTAL REVENUES	-	-	-	-	-	-	-	-	
EXPENDITURES									
Salaries								-	
Staff Benefits								-	
General Expense								-	
Printing								-	
Telecommunications								-	
Postage								-	
Insurance								-	
Travel in State								-	
Travel Out of State								-	
Training								-	
Security								-	
Facilities Operations								-	
Utilities								-	
Contracted Services								-	
Consulting and Professional Services - 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)	806,721	1,242,341	-	-	-	-	-	2,049,062	
Ending Balance (Deficit)	806,721	1,242,341	-	-	-	-	-	2,049,062	

Current detailed budget projection:

	Select Fiscal Year ▼		FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	
REVENUES									
State Financing Sources								-	
Grants								-	
Other Financing Sources								-	
TOTAL REVENUES	-	-	-	-	-	-	-	-	
EXPENDITURES									
Salaries								-	
Staff Benefits								-	
General Expense								-	
Printing								-	
Telecommunications								-	
Postage								-	
Insurance								-	
Travel in State								-	
Travel Out of State								-	
Training								-	
Security								-	
Facilities Operations								-	
Utilities								-	
Contracted Services								-	
Consulting and Professional Services - 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)	806,721	1,242,341	-	-	-	-	-	2,049,062	
Ending Balance (Deficit)	806,721	1,242,341	-	-	-	-	-	2,049,062	

Current detailed budget projection:

	Select Fiscal Year ▼		FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	
REVENUES									
State Financing Sources								-	
Grants								-	
Other Financing Sources								-	
TOTAL REVENUES	-	-	-	-	-	-	-	-	
EXPENDITURES									
Salaries								-	
Staff Benefits								-	
General Expense								-	
Printing								-	
Telecommunications								-	
Postage								-	
Insurance								-	
Travel in State								-	
Travel Out of State								-	
Training								-	
Security								-	
Facilities Operations								-	
Utilities								-	
Contracted Services								-	
Consulting and Professional Services - 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)	806,721	1,242,341	-	-	-	-	-	2,049,062	
Ending Balance (Deficit)	806,721	1,242,341	-	-	-	-	-	2,049,062	

Current detailed budget projection:

	Select Fiscal Year ▼		FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	
REVENUES									
State Financing Sources								-	
Grants								-	
Other Financing Sources								-	
TOTAL REVENUES	-	-	-	-	-	-	-	-	
EXPENDITURES									
Salaries								-	
Staff Benefits								-	
General Expense								-	
Printing								-	
Telecommunications								-	
Postage								-	
Insurance								-	
Travel in State								-	
Travel Out of State								-	
Training								-	
Security								-	
Facilities Operations								-	
Utilities								-	
Contracted Services								-	
Consulting and Professional Services - 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)	806,721	1,242,341	-	-	-	-	-	2,049,062	
Ending Balance (Deficit)	806,721	1,242,341	-	-	-	-	-	2,049,062	

Application for TCTF Funds Held on Behalf of the Court

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

Expenses Category		Amount
GL Account	Description	
900000	Salaries	-
910000	Staff Benefits	-
920001	General Expense	88,470
924000	Printing	-
925000	Telecommunications	-
926000	Postage	-
928000	Insurance	-
929000	Travel in State	-
931000	Travel Out of State	-
933000	Training	-
934000	Security	-
935000	Facilities Operations	208,141
936000	Utilities	-
938000	Contracted Services	14,956
940000	Consulting and Professional Services - County Provided	-
943000	Information Technology (IT)	5,141
945000	Major Equipment	20,905
950000	Other Items of Expense	-
972000	Other	-
973000	Debt Service	-
983000	Court Construction	-
990000	Distributed Administration & Allocation	-
Total		337,613

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

Original Request:

Description	FY 2020-21 ▼	FY 2021-22 ▼	Select Fiscal Year ▼	Total					
Contribution	169,454								169,454
Expenditures	169,454								169,454
Cumulative Balance	-	-	-	-	-	-	-	-	-

Amended request

Description	FY 2020-21 ▼	FY 2021-22 ▼	FY 2022-23 ▼	Select Fiscal Year ▼	Total				
Contribution	169,454	77,641	50,000						297,095
Expenditures	169,454	39,137	88,504						297,095
Cumulative Balance	-	38,504	-	-	-	-	-	-	-



SUPERIOR COURT OF CALIFORNIA
COUNTY OF SAN MATEO
400 COUNTY CENTER
REDWOOD CITY, CA 94063-1655

NEAL I. TANIGUCHI
COURT EXECUTIVE OFFICER
CLERK & JURY COMMISSIONER

Tel: (650)261-5030
Fax: (650)261-5147

September 08, 2022

John Wordlaw
Administrative Director
Judicial Council of California
455 Golden Gate Avenue
San Francisco, CA 94102-3688

RE: Application for Funds to be Held in the Trial Court Trust Fund on Behalf of San Mateo Superior Court – Amended Request

Dear Mr. Wordlaw:

Enclosed is the San Mateo Superior Court's completed amended request for funds to be held in the state TCTF on behalf of San Mateo Superior Court. The court is amending only its funding and expenditure plan, and requests that the amended request be considered for approval by the Judicial Council at its next business meeting. Specifically, for FY 2022-23, the court wants to contribute \$300,000 out of \$973,054, the amount over the FY 2021-22 fund balance cap. Moreover, the court plans to contribute \$739,085 over 4 years in order to meet the anticipated project cost of \$1.4 million or more.

If you or your staff have any questions regarding the application, please contact Steven Chang, Finance Director, by phone at 650.261.5046 or by email at stevenchang@sanmateocourt.org.

Sincerely,

A handwritten signature in cursive script that reads "Neal I. Taniguchi".

Neal Taniguchi
Court Executive Officer

Cc: Zlatko Theodorovic, Deputy Director, Budget Services, Judicial Council of California

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 Mateo	PERSON AUTHORIZING REQUEST <i>(Presiding Judge or Court Executive Officer):</i> Neal Taniguchi, Court Executive Officer (CEO)	
	CONTACT PERSON AND CONTACT INFO: Steven Chang, 650-261-5046, stevenchang@sanmateocourt.org	
DATE OF SUBMISSION: 9/8/2022	TIME PERIOD COVERED BY THE REQUEST, INCLUDING CONTRIBUTION AND EXPENDITURE: JULY 2018 TO JUNE 2024	REQUESTED AMOUNT: \$300,000

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 would like to accumulate savings in the most fiscally prudent and operationally sound manner that will allow it to repair and/or replace up to approximately 230,000 square feet of worn and damaged 30-year-old flooring and carpeting, which pose increasing health and safety risks, throughout the Court's Hall of Justice facility in Redwood City. In addition, when carpet or flooring is replaced, the Court will be replacing/relocating loose wiring to accommodate the increased use of computer equipment in the courtroom, as the Court transitions to paperless, electronic processes. Given the need to temporarily move/relocate a large number of staff, judicial officers and furniture, and in order to minimize or prevent significant disruptions to Court operations, both in the courtrooms and various Court divisions, the project must be done in phases. Therefore, we anticipate that the project could take as long as six years to complete from start to finish. Overall, the court anticipates an estimated total project cost of \$1.40 million or more.

SECTION II: AMENDED REQUEST CHANGES

A. Identify sections and answers amended.

Amendment only to Section IV.D – funding/expenditure plan.

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

This request is to contribute additional monies as requested and approved in the original request. The estimated contribution amounts and expenditures per year have been updated in Section IV.D. Amended Requests.

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.

Given logistical, financial, and operational constraints, the entire project could take up to six years to complete. In 2017-18, the only way the Court could have accumulated fund balance that amounted to the total estimated cost of the project would have been to, unnecessarily, cut back on other critical operating costs. Accumulating savings across multiple fiscal years allows the Court to avoid harmful and unnecessary budgetary reductions.

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?

By replacing old and worn out flooring and carpeting, the Court will improve the environment, by making it safer and healthier, for the public in general, including jurors and litigants, court staff, and judicial officers. As noted above, the Court is also replacing/relocating loose wiring to better accommodate current and future equipment needs and to eliminate tripping hazards resulting from the increased use of computer equipment in the courtroom and the staff offices.

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

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

The Court might have to postpone replacing or repairing any other flooring or carpeting for the foreseeable future or make significant cuts in other needed operating costs, unless discretionary funding dramatically increases. The health and safety risks to the public, judicial officers, and court staff will increase due to continued damage and wear to carpeting and flooring.

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

The 30-year-old flooring is deteriorating rapidly, which has led to health and tripping hazards throughout the facility. Electrical upgrades are necessary to support the increased technological needs of the Court and its justice partners. Currently power and data cords are temporarily installed and exposed across the floor, creating uneven surfaces, and other hazards, which puts the public, court staff, and judicial officers at a higher risk of injury from tripping and falling in the courtrooms. The Court could be at risk of litigation due to these unsafe, unsightly, and unsanitary conditions. These conditions undermine the dignity of the Court as well.

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 request is not approved, the Court will either postpone replacing or repairing the much needed flooring for the foreseeable future or implement it sooner, but in a way that would be financially and operationally riskier than if monies were held in reserve within the TCTF. Holding reserve funds in the TCTF affords the Court greater latitude in implementing a logistically and operationally challenging multi-year project.

SECTION IV: FINANCIAL INFORMATION

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

- 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

If a cost efficiency, please provide cost comparison

Status Quo		Select Fiscal Year ▼			
GL Account	Description	Amount	Amount	Amount	Amount
N/A	Dedicated Revenue Stream (if applicable)				
900000	Salaries				
910000	Staff Benefits				
920001	General Expense				
924000	Printing				
925000	Telecommunications				
926000	Postage				
928000	Insurance				
929000	Travel in State				
931000	Travel Out of State				
933000	Training				
934000	Security				
935000	Facilities Operations				
936000	Utilities				
938000	Contracted Services				
940000	Consulting and Professional Services - County Provided				
943000	Information Technology (IT)				
945000	Major Equipment				
950000	Other Items of Expense				
972000	Other				
973000	Debt Service				
983000	Court Construction				
990000	Distributed Administration & Allocation				
Net Revenue (Expense)		-	-	-	-

Proposed Project		Amount	Amount	Amount	Amount
GL Account	Description	Amount	Amount	Amount	Amount
N/A	Dedicated Revenue Stream (if applicable)				
900000	Salaries				
910000	Staff Benefits				
920001	General Expense				
924000	Printing				
925000	Telecommunications				
926000	Postage				
928000	Insurance				
929000	Travel in State				
931000	Travel Out of State				
933000	Training				
934000	Security				
935000	Facilities Operations				
936000	Utilities				
938000	Contracted Services				
940000	Consulting and Professional Services - County Provided				
943000	Information Technology (IT)				
945000	Major Equipment				
950000	Other Items of Expense				
972000	Other				
973000	Debt Service				
983000	Court Construction				
990000	Distributed Administration & Allocation				
Net Revenue (Expense)		-	-	-	-

Cumulative Cost Savings	-	-	-	-
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If a cost efficiency, please provide cost comparison

Status Quo		Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼
GL Account	Description	Amount	Amount	Amount
N/A	Dedicated Revenue Stream (if applicable)			
900000	Salaries			
910000	Staff Benefits			
920001	General Expense			
924000	Printing			
925000	Telecommunications			
926000	Postage			
928000	Insurance			
929000	Travel in State			
931000	Travel Out of State			
933000	Training			
934000	Security			
935000	Facilities Operations			
936000	Utilities			
938000	Contracted Services			
940000	Consulting and Professional Services - County Provided			
943000	Information Technology (IT)			
945000	Major Equipment			
950000	Other Items of Expense			
972000	Other			
973000	Debt Service			
983000	Court Construction			
990000	Distributed Administration & Allocation			
Net Revenue (Expense)		-	-	-

Proposed Project		Amount	Amount	Amount
GL Account	Description	Amount	Amount	Amount
N/A	Dedicated Revenue Stream (if applicable)			
900000	Salaries			
910000	Staff Benefits			
920001	General Expense			
924000	Printing			
925000	Telecommunications			
926000	Postage			
928000	Insurance			
929000	Travel in State			
931000	Travel Out of State			
933000	Training			
934000	Security			
935000	Facilities Operations			
936000	Utilities			
938000	Contracted Services			
940000	Consulting and Professional Services - County Provided			
943000	Information Technology (IT)			
945000	Major Equipment			
950000	Other Items of Expense			
972000	Other			
973000	Debt Service			
983000	Court Construction			
990000	Distributed Administration & Allocation			
Net Revenue (Expense)		-	-	-

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

FY 2014-15	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance	2,774,656	1,980,187						4,754,843
Revenues	38,724,146	1,118,676	787,639					40,630,461
Expenditures	38,767,339	1,646,986	929,811					41,344,136
Operating Transfers In (Out)	(181,591)	39,419	142,172					-
Ending Fund Balance	2,549,872	1,491,296	-	-	-	-	-	4,041,168

FY 2015-16	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance	2,549,872	1,491,296						4,041,168
Revenues	40,471,299	989,482	1,024,440					42,485,221
Expenditures	42,018,078	1,259,364	1,158,236					44,435,678
Operating Transfers In (Out)	(244,194)	110,399	133,796					1
Ending Fund Balance	758,899	1,331,813	-	-	-	-	-	2,090,712

FY 2016-17	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance	758,899	1,331,813						2,090,712
Revenues	41,076,050	909,295	974,471					42,959,816
Expenditures	39,940,964	939,620	1,110,183					41,990,767
Operating Transfers In (Out)	(435,648)	299,936	135,712					-
Ending Fund Balance	1,458,338	1,601,423	-	-	-	-	-	3,059,761

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

	FY 2017-18		FUNDS					
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources	39,848,471	1,418,409						41,266,880
Grants			1,731,024					1,731,024
Other Financing Sources								-
TOTAL REVENUES	39,848,471	1,418,409	1,731,024	-	-	-	-	42,997,904
EXPENDITURES								
Salaries	22,320,252	725,843	749,970					23,796,065
Staff Benefits	11,577,706	161,924	391,512					12,131,142
General Expense	759,497		8,928					768,425
Printing	80,080							80,080
Telecommunications	519,850							519,850
Postage	242,630							242,630
Insurance	7,479							7,479
Travel in State	56,640		13,768					70,408
Travel Out of State								-
Training	25,280							25,280
Security	448,277							448,277
Facilities Operations	80,316							80,316
Utilities								-
Contracted Services	2,822,945	392,813	561,846					3,777,604
Consulting and Professional Services - County Provided	643,796	140,800						784,596
Information Technology (IT)	458,951	607,041	5,000					1,070,992
Major Equipment	234,453							234,453
Other Items of Expense	9,280							9,280
Juror Costs	320,670							320,670
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	40,608,102	2,028,421	1,731,024	-	-	-	-	44,367,547
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	1,458,338	1,601,423						3,059,761
Ending Balance (Deficit)	698,707	991,411	-	-	-	-	-	1,690,118

Current detailed budget projection on court's behalf

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - 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)	698,707	991,411	-	-	-	-	-	1,690,118
Ending Balance (Deficit)	698,707	991,411	-	-	-	-	-	1,690,118

Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - 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)	698,707	991,411	-	-	-	-	-	1,690,118
Ending Balance (Deficit)	698,707	991,411	-	-	-	-	-	1,690,118

Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - 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)	698,707	991,411	-	-	-	-	-	1,690,118
Ending Balance (Deficit)	698,707	991,411	-	-	-	-	-	1,690,118

Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - 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)	698,707	991,411	-	-	-	-	-	1,690,118
Ending Balance (Deficit)	698,707	991,411	-	-	-	-	-	1,690,118

Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - 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)	698,707	991,411	-	-	-	-	-	1,690,118
Ending Balance (Deficit)	698,707	991,411	-	-	-	-	-	1,690,118

Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - 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)	698,707	991,411	-	-	-	-	-	1,690,118
Ending Balance (Deficit)	698,707	991,411	-	-	-	-	-	1,690,118

Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - 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)	698,707	991,411	-	-	-	-	-	1,690,118
Ending Balance (Deficit)	698,707	991,411	-	-	-	-	-	1,690,118

Application for TCTF Funds Held on Behalf of the Court

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

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

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

Description	FY 2017-18 ▼	FY 2018-19 ▼	FY 2019-20 ▼	FY 2020-21 ▼	FY 2021-22 ▼	FY 2022-23 ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Total
Contribution	250,000	250,000	150,000	50,000	50,000	50,000			800,000
Expenditures		200,000	250,000	150,000	100,000	100,000			800,000
Cumulative Balance	250,000	300,000	200,000	100,000	50,000	-	-	-	-

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

Original Request:

Description	FY 2017-18 ▼	FY 2018-19 ▼	FY 2019-20 ▼	FY 2020-21 ▼	FY 2021-22 ▼	FY 2022-23 ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	
Contribution	250,000	250,000	150,000	50,000	50,000	50,000			
Expenditures		200,000	250,000	150,000	100,000	100,000			
Cumulative Balance	250,000	300,000	200,000	100,000	50,000	-	-	-	

Amended request - Oct 2021

Description	FY 2017-18 ▼	FY 2018-19 ▼	FY 2019-20 ▼	FY 2020-21 ▼	FY 2021-22 ▼	FY 2022-23 ▼	FY 2023-24 ▼	FY 2024-25 ▼	
Contribution	208,123	12,867	134,983	4,942	-	-	439,085	-	
Expenditures	-	-	12,781	3,249	-	304,459	-	479,511	
Cumulative Balance	208,123	220,990	343,192	344,885	344,885	40,426	479,511	-	

Amended request - Sept 2022

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	FY 2025-26 Year 9
Description	FY 2017-18 ▼	FY 2018-19 ▼	FY 2019-20 ▼	FY 2020-21 ▼	FY 2021-22 ▼	FY 2022-23 ▼	FY 2023-24 ▼	FY 2024-25 ▼	Select Fiscal Year ▼
Contribution	208,123	12,867	134,983	4,942	300,000	-	300,000	150,000	150,000
Expenditures	-	-	12,781	3,249	-	304,459	340,426	450,000	-
Cumulative Balance	208,123	220,990	343,192	344,885	644,885	340,426	300,000	-	150,000

	Total
	800,000
	800,000
	-

	Total
	800,000
	800,000
	-

FY 2026-27
Year 10

Select Fiscal Year ▼	Total
139,085	1,400,000
289,085	1,400,000
-	-

O-411902



SUPERIOR COURT OF CALIFORNIA
COUNTY OF SAN MATEO
400 COUNTY CENTER
REDWOOD CITY, CA 94063-1655

NEAL I. TANIGUCHI
COURT EXECUTIVE OFFICER
CLERK & JURY COMMISSIONER

Tel: (650)261-5030
Fax: (650)261- 5147

September 08, 2022

John Wordlaw
Administrative Director
Judicial Council of California
455 Golden Gate Avenue
San Francisco, CA 94102-3688

RE: Amended Application for Funds to be Held in the Trial Court Trust Fund on Behalf of San Mateo Superior Court

Dear Mr. Wordlaw:

Enclosed is the San Mateo Superior Court's completed amended application for funds to be held in the state TCTF on behalf of San Mateo Superior Court. Due to the increase in cost by an estimate of \$488K and expanded scope of the project by an estimate of \$552K. As a result, the total anticipated project cost will be \$2.70 million or more (original request was for \$1.66 million). The court requests that the application be considered for approval by the Judicial Council at its business meeting in January 2023.

If you or your staff have any questions regarding the application, please contact Steven Chang, Finance Director, at stevenchang@sanmateocourt.org.

Sincerely,

Neal Taniguchi
Court Executive Officer

Cc: Zlatko Theodorovic, Deputy Director, Budget Services, Judicial Council of California

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 Mateo	PERSON AUTHORIZING REQUEST <i>(Presiding Judge or Court Executive Officer):</i> Neal Taniguchi, Court Executive Officer (CEO)	
	CONTACT PERSON AND CONTACT INFO: Steven Chang, 650.261.5046, stevenchang@sanmateocourt.org	
DATE OF SUBMISSION: 9/8/2022	TIME PERIOD COVERED BY THE REQUEST, INCLUDING CONTRIBUTION AND EXPENDITURE: JULY 2019 TO APRIL 2022	REQUESTED AMOUNT: \$673,054

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.):*

To set aside \$1 million that will be due to the County of San Mateo as part of a \$9 million contractual agreement between the Court and the County whereby the County will build 2 new courtrooms, a new traffic clerk office, and a new conference room on the first floor of the Hall of Justice (HOJ), the County will vacate its current space on the first floor of HOJ, and the Court gives up the traffic annex building next to the HOJ in Redwood City so that the County can build a new county office building, which will house the county occupants vacating the HOJ.

In addition, \$660,000 will be set aside for furniture, fixtures, and equipment (FF&E) for the new courtrooms, conference room, new traffic clerk office, and remodeled civil clerk office. Under the agreement between the Court and County, the Court also agreed to pay for all FF&E under the project. The amount of \$660,000 is the approximate cost to purchase and install the FF&E.

Update: The updated estimated total cost of the project is \$2.7 million, an increase of about \$1 million above the original estimate of \$1.66 million. \$488,000 of the total increase is related to estimated cost increases above the original estimated cost of \$660,000 for FFE for 2 new courtrooms, conference room, new traffic clerk office, and remodeled civil clerk office, all on the first floor of the HOJ. \$552,000 of the total increase is related to FFE for a new criminal clerk office in the remaining first floor space currently occupied by IT staff and small claims file room. Specifically, for FY 2022-23, the court wants to contribute \$673,054 out of \$973,054, which is the total amount over the FY 2021-22 fund balance cap. The court plans to contribute \$183,473 in both FY 2023-24 and FY 2024-25 for a total contribution of \$2.7 million.

SECTION II: AMENDED REQUEST CHANGES

A. Identify sections and answers amended.

Section IV.D

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

Due to a currently estimated 4 year delay in the completion of a new county building, court will not need funding held in trust this fiscal year, 2022-23, but instead will need it in 2023-24, when county occupied space will be vacated, allowing for the court remodel project to begin.

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 \$1 million obligation is not due until the county construction project is completed, scheduled for April 2022, which is beyond the current three-year encumbrance term (2018-19, 2019-20, and 2020-21), and could be due later if the project is delayed. The \$660,000 for FFE would not be needed until FY 2021-22, when the project is scheduled to be completed, and not until later if the project is delayed

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 agreement between the court and county will allow the court to consolidate the traffic and small claims courtrooms and traffic clerk office into the Hall of Justice building. The new traffic clerk and remodeled civil clerk offices will be designed for better public access and to reduce wait times for the public.

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.

If the court's request is not approved, the court's risk of having to make operational cuts that could otherwise be avoided in the future will significantly increase, especially if there are funding cuts in the next 3 or 4 years due to an economic recession.

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

As stated below, if the court's request is not approved, the court's risk of having to make operational cuts in the future that could otherwise be avoided will significantly increase, especially if there are funding cuts in the next 3 or 4 years due to an economic recession. This will likely negatively affect the processing time of cases and service to the public.

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

Encumbering the funds for future use is the only option that does not involve expending the funds for different purposes by June 30, 2019. But, as explained above in Section III A, this is not an option available to the court prior to June 30, 2019. Given the level of monies that the court can set aside and the 1% cap on fund balance, setting aside the monies in the TCTF for at least 3 years is the safest and most prudent option for the 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

If a cost efficiency, please provide cost comparison

Status Quo		Select Fiscal Year ▼			
GL Account	Description	Amount	Amount	Amount	Amount
N/A	Dedicated Revenue Stream (if applicable)				
900000	Salaries				
910000	Staff Benefits				
920001	General Expense				
924000	Printing				
925000	Telecommunications				
926000	Postage				
928000	Insurance				
929000	Travel in State				
931000	Travel Out of State				
933000	Training				
934000	Security				
935000	Facilities Operations				
936000	Utilities				
938000	Contracted Services				
940000	Consulting and Professional Services - County Provided				
943000	Information Technology (IT)				
945000	Major Equipment				
950000	Other Items of Expense				
972000	Other				
973000	Debt Service				
983000	Court Construction				
990000	Distributed Administration & Allocation				
Net Revenue (Expense)		-	-	-	-

Proposed Project		Amount	Amount	Amount	Amount
GL Account	Description	Amount	Amount	Amount	Amount
N/A	Dedicated Revenue Stream (if applicable)				
900000	Salaries				
910000	Staff Benefits				
920001	General Expense				
924000	Printing				
925000	Telecommunications				
926000	Postage				
928000	Insurance				
929000	Travel in State				
931000	Travel Out of State				
933000	Training				
934000	Security				
935000	Facilities Operations				
936000	Utilities				
938000	Contracted Services				
940000	Consulting and Professional Services - County Provided				
943000	Information Technology (IT)				
945000	Major Equipment				
950000	Other Items of Expense				
972000	Other				
973000	Debt Service				
983000	Court Construction				
990000	Distributed Administration & Allocation				
Net Revenue (Expense)		-	-	-	-

Cumulative Cost Savings	-	-	-	-
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If a cost efficiency, please provide cost comparison

Status Quo		Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼
GL Account	Description	Amount	Amount	Amount
N/A	Dedicated Revenue Stream (if applicable)			
900000	Salaries			
910000	Staff Benefits			
920001	General Expense			
924000	Printing			
925000	Telecommunications			
926000	Postage			
928000	Insurance			
929000	Travel in State			
931000	Travel Out of State			
933000	Training			
934000	Security			
935000	Facilities Operations			
936000	Utilities			
938000	Contracted Services			
940000	Consulting and Professional Services - County Provided			
943000	Information Technology (IT)			
945000	Major Equipment			
950000	Other Items of Expense			
972000	Other			
973000	Debt Service			
983000	Court Construction			
990000	Distributed Administration & Allocation			
Net Revenue (Expense)		-	-	-

Proposed Project		Amount	Amount	Amount
GL Account	Description	Amount	Amount	Amount
N/A	Dedicated Revenue Stream (if applicable)			
900000	Salaries			
910000	Staff Benefits			
920001	General Expense			
924000	Printing			
925000	Telecommunications			
926000	Postage			
928000	Insurance			
929000	Travel in State			
931000	Travel Out of State			
933000	Training			
934000	Security			
935000	Facilities Operations			
936000	Utilities			
938000	Contracted Services			
940000	Consulting and Professional Services - County Provided			
943000	Information Technology (IT)			
945000	Major Equipment			
950000	Other Items of Expense			
972000	Other			
973000	Debt Service			
983000	Court Construction			
990000	Distributed Administration & Allocation			
Net Revenue (Expense)		-	-	-

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

FY 2015-16	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance	2,549,872	1,491,296	-					4,041,168
Revenues	40,471,299	989,482	1,024,440					42,485,221
Expenditures	42,018,078	1,259,364	1,158,235					44,435,677
Operating Transfers In (Out)	(244,194)	110,399	133,795					-
Ending Fund Balance	758,899	1,331,813	-	-	-	-	-	2,090,712

FY 2016-17	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance	758,899	1,331,813	-					2,090,712
Revenues	41,076,050	909,297	974,471					42,959,818
Expenditures	39,940,964	939,620	1,110,183					41,990,767
Operating Transfers In (Out)	(435,648)	299,936	135,712					-
Ending Fund Balance	1,458,338	1,601,425	-	-	-	-	-	3,059,763

FY 2017-18	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance	1,458,338	1,601,425	-					3,059,763
Revenues	41,833,116	906,439	1,170,996					43,910,551
Expenditures	42,174,167	1,151,033	1,248,082					44,573,282
Operating Transfers In (Out)	(102,932)	25,846	77,086					-
Ending Fund Balance	1,014,356	1,382,677	-	-	-	-	-	2,397,032

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

	FY 2018-19		FUNDS					
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources	44,992,795							44,992,795
Grants			2,067,439					2,067,439
Other Financing Sources	625,890	764,264						1,390,154
TOTAL REVENUES	45,618,685	764,264	2,067,439	-	-	-	-	48,450,388
EXPENDITURES								
Salaries	24,208,870		747,035					24,955,905
Staff Benefits	12,969,617		498,024					13,467,641
General Expense	623,092	263,710	25,517					912,319
Printing	82,060							82,060
Telecommunications	347,255							347,255
Postage	272,450							272,450
Insurance	7,550							7,550
Travel in State	55,452		7,300					62,752
Travel Out of State	900							900
Training	32,320		740					33,060
Security	468,827							468,827
Facilities Operations	73,610							73,610
Utilities								-
Contracted Services	2,750,538	876,440	922,453					4,549,431
Consulting and Professional Services - County Provided	668,069	230,000						898,069
Information Technology (IT)	815,896	412,589	6,000					1,234,485
Major Equipment	180,830							180,830
Other Items of Expense	11,280							11,280
Juror Costs	265,000							265,000
Other	1,000							1,000
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	43,834,616	1,782,739	2,207,069	-	-	-	-	47,824,424
Operating Transfers In (Out)	(145,181)	5,551	139,630					-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	1,014,356	1,382,677						2,397,032
Ending Balance (Deficit)	2,653,244	369,752	-	-	-	-	-	3,022,996

Current detailed budget projection on court's behalf

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - 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)	2,653,244	369,752	-	-	-	-	-	3,022,996
Ending Balance (Deficit)	2,653,244	369,752	-	-	-	-	-	3,022,996

Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - 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)	2,653,244	369,752	-	-	-	-	-	3,022,996
Ending Balance (Deficit)	2,653,244	369,752	-	-	-	-	-	3,022,996

Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - 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)	2,653,244	369,752	-	-	-	-	-	3,022,996
Ending Balance (Deficit)	2,653,244	369,752	-	-	-	-	-	3,022,996

Current detailed budget projection:

	Select Fiscal Year ▼	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - 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)	2,653,244	369,752	-	-	-	-	-	3,022,996
Ending Balance (Deficit)	2,653,244	369,752	-	-	-	-	-	3,022,996

Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - 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)	2,653,244	369,752	-	-	-	-	-	3,022,996
Ending Balance (Deficit)	2,653,244	369,752	-	-	-	-	-	3,022,996

Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - 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)	2,653,244	369,752	-	-	-	-	-	3,022,996
Ending Balance (Deficit)	2,653,244	369,752	-	-	-	-	-	3,022,996

Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - 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)	2,653,244	369,752	-	-	-	-	-	3,022,996
Ending Balance (Deficit)	2,653,244	369,752	-	-	-	-	-	3,022,996

Application for TCTF Funds Held on Behalf of the Court

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

Expenses Category		Amount
GL Account	Description	
900000	Salaries	
910000	Staff Benefits	
920001	General Expense	630,000
924000	Printing	
925000	Telecommunications	
926000	Postage	
928000	Insurance	
929000	Travel in State	
931000	Travel Out of State	
933000	Training	
934000	Security	
935000	Facilities Operations	
936000	Utilities	
938000	Contracted Services	30,000
940000	Consulting and Professional Services - County Provided	
943000	Information Technology (IT)	
945000	Major Equipment	
950000	Other Items of Expense	1,000,000
972000	Other	
973000	Debt Service	
983000	Court Construction	
990000	Distributed Administration & Allocation	
Total		1,660,000

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

Description	FY 2018-19 ▼	FY 2019-20 ▼	FY 2020-21 ▼	FY 2021-22 ▼	Select Fiscal Year ▼	Total			
Contribution	1,660,000	-	-	-					1,660,000
Expenditures	-	-	-	1,660,000					1,660,000
Cumulative Balance	1,660,000	1,660,000	1,660,000	-	-	-	-	-	-

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

Original Request:

Description	FY 2018-19 ▼	FY 2019-20 ▼	FY 2020-21 ▼	FY 2021-22 ▼	Select Fiscal Year ▼	Total			
Contribution	1,660,000								1,660,000
Expenditures				1,660,000					1,660,000
Cumulative Balance	1,660,000	1,660,000	1,660,000	-	-	-	-	-	-

Amended request

Description	FY 2018-19 ▼	FY 2019-20 ▼	FY 2020-21 ▼	FY 2021-22 ▼	FY 2022-23 ▼	FY 2023-24 ▼	FY 2024-25 ▼	Select Fiscal Year ▼	Total
Contribution	1,660,000	-	-	673,054	-	183,473	183,473	-	2,700,000
Expenditures	-	-	-	1,660,000	-	673,054	183,473	183,473	2,700,000
Cumulative Balance	1,660,000	1,660,000	1,660,000	673,054	673,054	183,473	183,473	-	-

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*)