



# Judicial Council of California

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## REPORT TO THE JUDICIAL COUNCIL

*Item No.: 24-053*

For business meeting on January 19, 2024

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**Title**

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

**Agenda Item Type**

Action Required

**Effective Date**

January 19, 2024

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

None

**Date of Report**

December 18, 2023

**Recommended by**

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

**Contact**

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### Executive Summary

The Fiscal Planning Subcommittee of the Trial Court Budget Advisory Committee recommends approval of 12 new and 11 amended requests of Trial Court Trust Fund funds to be held on behalf of the trial courts, totaling \$4.4 million from 14 trial courts for 2022–23. Judicial Council policy allows a trial court to request reduced allocations related to the 3 percent fund balance cap be retained in the Trial Court Trust Fund for a specific purpose for the benefit of that court.

### Recommendation

Based on actions taken at its meeting on October 19, 2023, the Fiscal Planning Subcommittee of the Trial Court Budget Advisory Committee recommends that the Judicial Council, effective January 19, 2024, approve:

1. A total of 12 new funding requests, totaling \$3 million (Attachment 1), as follows:

- \$10,000 request from Glenn Superior Court for purchase of a new server, to replace outdated technology (Attachment 2);
- \$8,000 request from Glenn Superior Court for purchase of a microfiche machine, to replace outdated technology (Attachment 3);

- \$20,000 request from Glenn Superior Court for purchase of new computers (Attachment 4);
- \$264,000 request from Glenn Superior Court for digitizing historical registries such as civil, criminal, family, and probate files (Attachment 5);
- \$10,000 request from Glenn Superior Court for purchase of display monitors (Attachment 6);
- \$16,000 request from Glenn Superior Court for technology maintenance (Attachment 7);
- \$40,000 request from Glenn Superior Court for purchase of a new vehicle (Attachment 8);
- \$1.2 million request from Kings Superior Court for architectural and construction costs (Attachment 9);
- \$76,000 request from Napa Superior Court for various projects including courtroom upgrades and modification (Attachment 10);
- \$507,000 request from Sacramento Superior Court for a computer hardware replacement project (Attachment 11);
- \$265,000 request from San Joaquin Superior Court for purchase of a new Public Access System to update the Stockton Courthouse (Attachment 12); and
- \$662,000 request from San Joaquin Superior Court for purchase of a new HVAC System to update the Stockton Courthouse (Attachment 13); and

2. A total of 11 amended requests, totaling \$1.4 million (Attachment 14), as follows:

- Request of Amador Superior Court to increase the requested amount for facility construction in fund balance year 2022–23 by \$781,000, increasing the project total from \$902,000 to \$1.7 million (Attachment 15);
- Request of Kings Superior Court to repurpose funds from two information technology projects to a facility construction project in fund balance year 2021–22, totaling \$629,000 (Attachment 16);
- Request of Monterey Superior Court to extend the period for facility work through 2024–25, totaling \$70,000 (Attachment 17);
- Request of San Bernardino Superior Court to increase the requested amount by \$3,000 in fund balance year 2022–23 for implementation of a Case Management System, from \$2.33 million to \$2.34 million (Attachment 18);
- Request of San Joaquin Superior Court to reduce the original request in fund balance year 2022–23 of \$389,000 by \$31,000, for a revised project total of \$358,000 (Attachment 19);
- Request of San Luis Obispo Superior Court to repurpose funds for various projects in fund balance year 2021–22, totaling \$472,000 (Attachment 20);
- Request of San Mateo Superior Court to increase the requested amount by \$103,000 in fund balance year 2022–23 for facility construction, revising the project total from \$2.3 million to \$2.4 million (Attachment 21);
- Request of Shasta Superior Court to extend the period for facility construction due to delays through 2023–24, totaling \$1.1 million (Attachment 22);
- Request of Stanislaus Superior Court to increase the requested amount for courthouse construction in 2022–23 by \$375,000 from \$1.7 million to \$2.1 million (Attachment 23);

- Request of Sutter Superior Court to increase the requested amount for various projects in fund balance year 2021–22 by \$32,000 from \$714,000 to \$746,000 (Attachment 24); and
- Request of Tehama Superior Court to increase the requested amount for technology updates in fund balance year 2022–23 by \$80,000, revising the project total from \$1.4 million to \$1.5 million (Attachment 25).

### Relevant Previous Council Action

On April 15, 2016, the Judicial Council approved the Trial Court Budget Advisory Committee’s (TCBAC) recommendation for a process by which the trial courts could request that Trial Court Trust Fund (TCTF)–reduced allocations related to the trial courts’ statutory fund balance cap be retained in the TCTF as restricted fund balance for the benefit of those courts.<sup>1</sup> This process allows the courts to prudently plan for and fund necessary 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 due to the fund balance cap.

Requests for funds held on behalf (FHOB) of the trial courts are for projects or purchases with significant expenditures that cannot be financed within a court’s annual operating budget. The application, approval, and reporting process provides transparency on the use of funds in excess of the fund balance cap for allowable expenditures consistent with the approved project.

Requests approved by the council since implementation of the FHOB program are shown in the table below:

Fund Balance Fiscal Year	No. of Trial Courts	Amount (in millions)
2015–16	15	\$8.3
2016–17	14	\$6.9
2017–18	11	\$1.6
2018–19	10	\$6.4
2019–20	15	\$6.1
2020–21	14	\$7.4
2021–22	20	\$12.4
2022–23	24	\$27.2

In January 2020, the council approved the TCBAC’s recommendation to adopt revisions to the Judicial Council–approved *Summary of Recommended Process, Criteria, and Required*

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

*Information for Trial Court Trust Fund Fund Balance Held on Behalf of the Courts* (Attachment 26). These revisions included (1) streamlining the submission schedule, (2) changing the contact at the Judicial Council from the Administrative Director to the director of Budget Services for submission of the requests, and (3) updating the policy and program guidelines to better align with the courts' year-end closing, trial court allocation offsets, and requests to amend previously approved requests.<sup>2</sup>

In May 2022, the council approved the TCBAC's recommendation to adopt further revisions to the policy and program guidelines. These recommendations included (1) changing the reporting requirement to the TCBAC from a quarterly report of all completed projects or planned expenditures to an annual report of all projects or planned expenditures completed each fiscal year, and (2) requiring that the annual report also include status updates on projects or planned expenditures not yet completed.<sup>3</sup>

## **Analysis/Rationale**

The TCTF FHOB of the trial courts process allows the courts to meet contractual obligations and fund necessary court projects or purchases, such as technology improvements or infrastructure, rule 10.810–allowable facilities maintenance and repair, court efficiency projects, and other court projects that will extend beyond the standard three-year contract encumbrance period.

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. Beginning 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. Beginning June 30, 2020, a trial court may carry over unexpended funds in an amount not to exceed 3 percent of the court's operating budget from the prior fiscal year.<sup>4</sup>

Government Code section 68502.5(c)(2)(A) requires the Judicial Council to approve preliminary allocations to the trial courts in July of each fiscal year. Each January, after review of available trial court reserves as of June 30 of the prior fiscal year, the Judicial Council is required to finalize allocations to the courts. Each court's final allocation must be offset by the amount of reserves in excess of the 3 percent cap as described above.

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

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

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



## **Policy implications**

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

## **Comments**

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

## **Alternatives considered**

Trial courts provided alternatives to their FHOB requests in their applications (Attachments 2–13 and 15–25). Alternatives include using other resources from their operating budgets, postponing implementation of the requested actions, or reducing services to the public, all of which have an impact on core operations and service levels.

## **Fiscal and Operational Impacts**

Approval of the requests does not result in additional costs to the trial courts. Judicial Council staff monitor and track the FHOB requests and allocate approved funding to the courts. If the requests are not approved, the courts' spending plans and operations will be impacted, which may affect their ability to effectively serve the public and support access to justice.

## **Attachments and Links**

1. Attachment 1: Summary of New Requests
2. Attachments 2–8: Application—Requests from Glenn Superior Court
3. Attachment 9: Application—Request from Kings Superior Court
4. Attachment 10: Application—Request from Napa Superior Court
5. Attachment 11: Application—Request from Sacramento Superior Court
6. Attachments 12, 13: Application—Requests from San Joaquin Superior Court
7. Attachment 14: Summary of Amended Requests
8. Attachment 15: Application—Request from Amador Superior Court
9. Attachment 16: Application—Request from Kings Superior Court
10. Attachment 17: Application—Request from Monterey Superior Court
11. Attachment 18: Application—Request from San Bernadino Superior Court
12. Attachment 19: Application—Request from San Joaquin Superior Court
13. Attachment 20: Application—Request from San Luis Obispo Superior Court
14. Attachment 21: Application—Request from San Mateo Superior Court
15. Attachment 22: Application—Request from Shasta Superior Court
16. Attachment 23: Application—Request from Stanislaus Superior Court
17. Attachment 24: Application—Request from Sutter Superior Court
18. Attachment 25: Application—Request from Tehama Superior Court
19. Attachment 26: Judicial Council—*Summary of Recommended Process, Criteria, and Required Information for Trial Court Trust Fund Balance Held on Behalf of the Courts*

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

**New Requests***For consideration at the January 19, 2024 Judicial Council meeting.*

<b>Court</b>	<b>Amount Request</b>	<b>Category</b>	<b>High Level Summary</b>
Glenn	9,927	Technology	Technology Upgrades - New server purchase
Glenn	8,029	Technology	Technology Upgrades - Microfince machine purchase
Glenn	20,000	Technology	Technology Upgrades - Computer purchases
Glenn	264,310	Technology	Digitization
Glenn	10,000	Facility	Courtroom Upgrades
Glenn	16,094	Facility	Courtroom Upgrades
Glenn	40,000	Fleet	Fleet Purchase
Kings	1,166,786	Facility	Construction
Napa	76,361	Facility	Courthouse Upgrades
Sacramento	506,812	Technology	Technology - Computer hardware replacement project
San Joaquin	265,200	Facility	Courthouse Upgrades - Public Address System purchase
San Joaquin	661,839	Facility	Courthouse Upgrades - HVAC System purchase

**\$ 3,045,358**

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

Please check the type of request:

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

Glenn

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

Diana Baca

**CONTACT PERSON AND CONTACT INFO:**Diana Baca, [dbaca@glenncourt.ca.gov](mailto:dbaca@glenncourt.ca.gov), 530-934-1940**DATE OF SUBMISSION:**

9/20/2023

**TIME PERIOD COVERED BY THE REQUEST, INCLUDING CONTRIBUTION AND EXPENDITURE:**  
2022-23 THROUGH 2023-24**REQUESTED AMOUNT:**

\$9927.22

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

We are requesting to use our Court fund balance to purchase a new server. This server will replace one that has passed it's useful life. With the updated technology in our new courthouse, we want to be assured that all programs will be operating properly, our data will be protected and our community will have better and more efficient access to information.

**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.** For 2023-24, we are experiencing a large increase in IT support costs, in addition to planning for an increase in our custodial staff using our 2023-24 budget allocation. Allowing us to use our 2022-23 fund balance reduces the pressure the 2023-24 general fund allocation.

**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 server will improve access and protection to data and efficiency in the operation of court programs.

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

- D. Describe the consequences to the court's operations if the court request is not approved.** This is a necessary piece of technology. If the request is not approved, the court will need to find other resources, most likely from our 2023-24 general fund allocation.

- E. Describe the consequences to the public and access to justice if the court request is not approved.** Data that is accessible to the public may be jeopardized, program operations may lose efficiency.

- F. What alternatives has the court identified if the request is not approved, and why is holding funding in the TCTF the preferred alternative?** The court would have to find funding within the current year general fund allocation which is not ideal given the increase in IT support costs and the needed addition of a custodial position. Our new courthouse has increased by 60% in size to 41,867 square feet, and we have only one custodian on staff.

**SECTION IV: FINANCIAL INFORMATION**

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

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

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

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

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



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

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

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

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

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

	FY 2022-23	▼	FUNDS						FY 2023-24
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General
<b>REVENUES</b>									
State Financing Sources	3,456,684	170,484						3,627,168	3,400,000
Grants			134,618					134,618	
Other Financing Sources	130,475	376,603	9	163,129				670,216	130,475
<b>TOTAL REVENUES</b>	<b>3,587,159</b>	<b>547,087</b>	<b>134,627</b>	<b>163,129</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4,432,002</b>	<b>3,530,475</b>
<b>EXPENDITURES</b>									
Salaries	999,035	146,914	9,667					1,155,616	1,050,000
Staff Benefits	1,060,152	123,243	3,562					1,186,957	1,115,000
General Expense	299,590	4,308	351					304,249	300,000
Printing	7,584							7,584	8,000
Telecommunications	30,116	3,339	37					33,492	31,000
Postage	3,231	345						3,576	3,300
Insurance	1,720							1,720	1,800
Travel in State	1,873							1,873	1,900
Travel Out of State								-	
Training	1,283							1,283	1,300
Security	2,881	578	3					3,462	2,900
Facilities Operations	3,010			140,369				143,379	3,100
Utilities	17,403							17,403	18,000
Contracted Services	683,064	1,730	107,769					792,563	700,000
Consulting and Professional Services - County Provided	7,342	147,410	2,575					157,327	7,400
Information Technology (IT)	199,497	23,191	896					223,584	200,000
Major Equipment	43,847							43,847	44,000
Other Items of Expense	1,334							1,334	1,400
Juror Costs	1,420							1,420	1,500
Other	2,485							2,485	2,500
Debt Service								-	
Court Construction								-	
Distributed Administration & Allocation	(74,140)	71,583	2,557					-	
Prior Year Expense Adjustment	12,142		11,123	11,039				34,304	
<b>TOTAL EXPENDITURES</b>	<b>3,304,869</b>	<b>522,641</b>	<b>138,540</b>	<b>151,408</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4,117,458</b>	<b>3,493,100</b>
Operating Transfers In (Out)	(6,284)	2,371	3,913					-	
<b>Fund Balance (Deficit)</b>									
<b>Beginning Balance (Deficit)</b>	<b>368,511</b>	<b>141,507</b>						<b>510,018</b>	<b>644,517</b>
<b>Ending Balance (Deficit)</b>	<b>644,517</b>	<b>168,324</b>	<b>-</b>	<b>11,721</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>824,562</b>	<b>681,892</b>

## Current detailed budget projection

		▼	FUNDS					Select Fiscal Year	▼
Description	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant
<b>REVENUES</b>									
State Financing Sources	170,484						3,570,484		
Grants		134,618					134,618		
Other Financing Sources	376,603	9	-				507,087		
<b>TOTAL REVENUES</b>	<b>547,087</b>	<b>134,627</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4,212,189</b>	<b>-</b>	<b>-</b>
<b>EXPENDITURES</b>									
Salaries	146,914	9,667					1,206,581		
Staff Benefits	123,243	3,562					1,241,805		
General Expense	4,308	351					304,659		
Printing							8,000		
Telecommunications	3,339	37					34,376		
Postage	345						3,645		
Insurance							1,800		
Travel in State							1,900		
Travel Out of State							-		
Training							1,300		
Security	578	3					3,481		
Facilities Operations			-				3,100		
Utilities							18,000		
Contracted Services	1,730	107,769					809,499		
Consulting and Professional Services - County Provided	147,410	2,575					157,385		
Information Technology (IT)	23,191	896					224,087		
Major Equipment							44,000		
Other Items of Expense							1,400		
Juror Costs							1,500		
Other							2,500		
Debt Service							-		
Court Construction							-		
Distributed Administration & Allocation							-		
Prior Year Expense Adjustment			11,721				11,721		
<b>TOTAL EXPENDITURES</b>	<b>451,058</b>	<b>124,860</b>	<b>11,721</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4,080,739</b>	<b>-</b>	<b>-</b>
Operating Transfers In (Out)							-		
<b>Fund Balance (Deficit)</b>									
<b>Beginning Balance (Deficit)</b>	<b>168,324</b>	<b>-</b>	<b>11,721</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>824,562</b>	<b>681,892</b>	<b>264,353</b>
<b>Ending Balance (Deficit)</b>	<b>264,353</b>	<b>9,767</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>956,012</b>	<b>681,892</b>	<b>264,353</b>



## Current detailed budget projection

	FUNDS						Select Fiscal Year		
Description	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant
<b>REVENUES</b>									
State Financing Sources						-			
Grants						-			
Other Financing Sources						-			
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>									
Salaries						-			
Staff Benefits						-			
General Expense						-			
Printing						-			
Telecommunications						-			
Postage						-			
Insurance						-			
Travel in State						-			
Travel Out of State						-			
Training						-			
Security						-			
Facilities Operations						-			
Utilities						-			
Contracted Services						-			
Consulting and Professional Services - County Provided						-			
Information Technology (IT)						-			
Major Equipment						-			
Other Items of Expense						-			
Juror Costs						-			
Other						-			
Debt Service						-			
Court Construction						-			
Distributed Administration & Allocation						-			
Prior Year Expense Adjustment						-			
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)						-			
<b>Fund Balance (Deficit)</b>									
<b>Beginning Balance (Deficit)</b>	9,767	-	-	-	-	956,012	681,892	264,353	9,767
<b>Ending Balance (Deficit)</b>	9,767	-	-	-	-	956,012	681,892	264,353	9,767

## Current detailed budget projection

	FUNDS					Select Fiscal Year	▼	FUNDS	
Description	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects
<b>REVENUES</b>									
State Financing Sources					-				
Grants					-				
Other Financing Sources					-				
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>									
Salaries					-				
Staff Benefits					-				
General Expense					-				
Printing					-				
Telecommunications					-				
Postage					-				
Insurance					-				
Travel in State					-				
Travel Out of State					-				
Training					-				
Security					-				
Facilities Operations					-				
Utilities					-				
Contracted Services					-				
Consulting and Professional Services - County Provided					-				
Information Technology (IT)					-				
Major Equipment					-				
Other Items of Expense					-				
Juror Costs					-				
Other					-				
Debt Service					-				
Court Construction					-				
Distributed Administration & Allocation					-				
Prior Year Expense Adjustment					-				
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)					-				
<b>Fund Balance (Deficit)</b>									
<b>Beginning Balance (Deficit)</b>	-	-	-	-	956,012	681,892	264,353	9,767	-
<b>Ending Balance (Deficit)</b>	-	-	-	-	956,012	681,892	264,353	9,767	-

## Current detailed budget projection

					Select Fiscal Year	▼	FUNDS		
Description	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service
<b>REVENUES</b>									
State Financing Sources				-					
Grants				-					
Other Financing Sources				-					
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>									
Salaries				-					
Staff Benefits				-					
General Expense				-					
Printing				-					
Telecommunications				-					
Postage				-					
Insurance				-					
Travel in State				-					
Travel Out of State				-					
Training				-					
Security				-					
Facilities Operations				-					
Utilities				-					
Contracted Services				-					
Consulting and Professional Services - County Provided				-					
Information Technology (IT)				-					
Major Equipment				-					
Other Items of Expense				-					
Juror Costs				-					
Other				-					
Debt Service				-					
Court Construction				-					
Distributed Administration & Allocation				-					
Prior Year Expense Adjustment				-					
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)				-					
<b>Fund Balance (Deficit)</b>									
<b>Beginning Balance (Deficit)</b>	-	-	-	956,012	681,892	264,353	9,767	-	-
<b>Ending Balance (Deficit)</b>	-	-	-	956,012	681,892	264,353	9,767	-	-

## Current detailed budget projectior

				Select Fiscal Year	▼	FUNDS			
Description	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary
<b>REVENUES</b>									
State Financing Sources			-						
Grants			-						
Other Financing Sources			-						
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>									
Salaries			-						
Staff Benefits			-						
General Expense			-						
Printing			-						
Telecommunications			-						
Postage			-						
Insurance			-						
Travel in State			-						
Travel Out of State			-						
Training			-						
Security			-						
Facilities Operations			-						
Utilities			-						
Contracted Services			-						
Consulting and Professional Services - County Provided			-						
Information Technology (IT)			-						
Major Equipment			-						
Other Items of Expense			-						
Juror Costs			-						
Other			-						
Debt Service			-						
Court Construction			-						
Distributed Administration & Allocation			-						
Prior Year Expense Adjustment			-						
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)			-						
<b>Fund Balance (Deficit)</b>									
<b>Beginning Balance (Deficit)</b>	-	-	956,012	681,892	264,353	9,767	-	-	-
<b>Ending Balance (Deficit)</b>	-	-	956,012	681,892	264,353	9,767	-	-	-

## Current detailed budget projection

			Select Fiscal Year	▼	FUNDS				
Description	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary
<b>REVENUES</b>									
State Financing Sources		-							
Grants		-							
Other Financing Sources		-							
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>									
Salaries		-							
Staff Benefits		-							
General Expense		-							
Printing		-							
Telecommunications		-							
Postage		-							
Insurance		-							
Travel in State		-							
Travel Out of State		-							
Training		-							
Security		-							
Facilities Operations		-							
Utilities		-							
Contracted Services		-							
Consulting and Professional Services - County Provided		-							
Information Technology (IT)		-							
Major Equipment		-							
Other Items of Expense		-							
Juror Costs		-							
Other		-							
Debt Service		-							
Court Construction		-							
Distributed Administration & Allocation		-							
Prior Year Expense Adjustment		-							
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)		-							
<b>Fund Balance (Deficit)</b>									
<b>Beginning Balance (Deficit)</b>	-	956,012	681,892	264,353	9,767	-	-	-	-
<b>Ending Balance (Deficit)</b>	-	956,012	681,892	264,353	9,767	-	-	-	-

## Current detailed budget projection

Description	TOTAL
<b>REVENUES</b>	
State Financing Sources	-
Grants	-
Other Financing Sources	-
<b>TOTAL REVENUES</b>	-
<b>EXPENDITURES</b>	
Salaries	-
Staff Benefits	-
General Expense	-
Printing	-
Telecommunications	-
Postage	-
Insurance	-
Travel in State	-
Travel Out of State	-
Training	-
Security	-
Facilities Operations	-
Utilities	-
Contracted Services	-
Consulting and Professional Services - County Provided	-
Information Technology (IT)	-
Major Equipment	-
Other Items of Expense	-
Juror Costs	-
Other	-
Debt Service	-
Court Construction	-
Distributed Administration & Allocation	-
Prior Year Expense Adjustment	-
<b>TOTAL EXPENDITURES</b>	-
Operating Transfers In (Out)	-
<b>Fund Balance (Deficit)</b>	
<b>Beginning Balance (Deficit)</b>	<b>956,012</b>
<b>Ending Balance (Deficit)</b>	<b>956,012</b>

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

Expenses Category		Amount
GL Account	Description	
900000	Salaries	
910000	Staff Benefits	
920001	General Expense	
924000	Printing	
925000	Telecommunications	
926000	Postage	
928000	Insurance	
929000	Travel in State	
931000	Travel Out of State	
933000	Training	
934000	Security	
935000	Facilities Operations	
936000	Utilities	
938000	Contracted Services	9,927
940000	Consulting and Professional Services - County Provided	
943000	Information Technology (IT)	
945000	Major Equipment	
950000	Other Items of Expense	
972000	Other	
973000	Debt Service	
983000	Court Construction	
990000	Distributed Administration & Allocation	
<b>Total</b>		<b>9,927</b>

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

Description	FY 2022-23	FY 2023-24	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Total
Contribution	9,927								9,927
Expenditures		9,927							9,927
Cumulative Balance	9,927	-	-	-	-	-	-	-	-



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

Please check the type of request:

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

Glenn

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

Diana Baca

**CONTACT PERSON AND CONTACT INFO:**Diana Baca, [dbaca@glenncourt.ca.gov](mailto:dbaca@glenncourt.ca.gov), 530-934-1940**DATE OF SUBMISSION:**

9/20/2023

**TIME PERIOD COVERED BY THE REQUEST, INCLUDING CONTRIBUTION AND EXPENDITURE:**  
2022-23 THROUGH 2023-24**REQUESTED AMOUNT:**

\$8028.78

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

We are requesting to use our Court fund balance to purchase a microfiche machine. This machine will replace one that is no longer functioning. Although this is outdated technology, we still need to have access to these older images.

**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.** For 2023-24, we are experiencing a large increase in IT support costs, in addition to planning for an increase in our custodial staff using our 2023-24 budget allocation. Allowing us to use our 2022-23 fund balance reduces the pressure the 2023-24 general fund allocation.

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

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

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

We currently can not access our microfiche images, so we cannot provide images when requested. Although this doesn't happen frequently, it does happen.

**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.** This is a necessary piece of technology. If the request is not approved, the court will need to find other resources, most likely from our 2023-24 general fund allocation.

**E. Describe the consequences to the public and access to justice if the court request is not approved.** We will not be able to answer requests from the public or justice partners to view historical information.

**F. What alternatives has the court identified if the request is not approved, and why is holding funding in the TCTF the preferred alternative?** The court would have to find funding within the current year general fund allocation which is not ideal given the increase in IT support costs and the needed addition of a custodial position. Our new courthouse has increased by 60% in size to 41,867 square feet, and we have only one custodian on staff.

**SECTION IV: FINANCIAL INFORMATION**

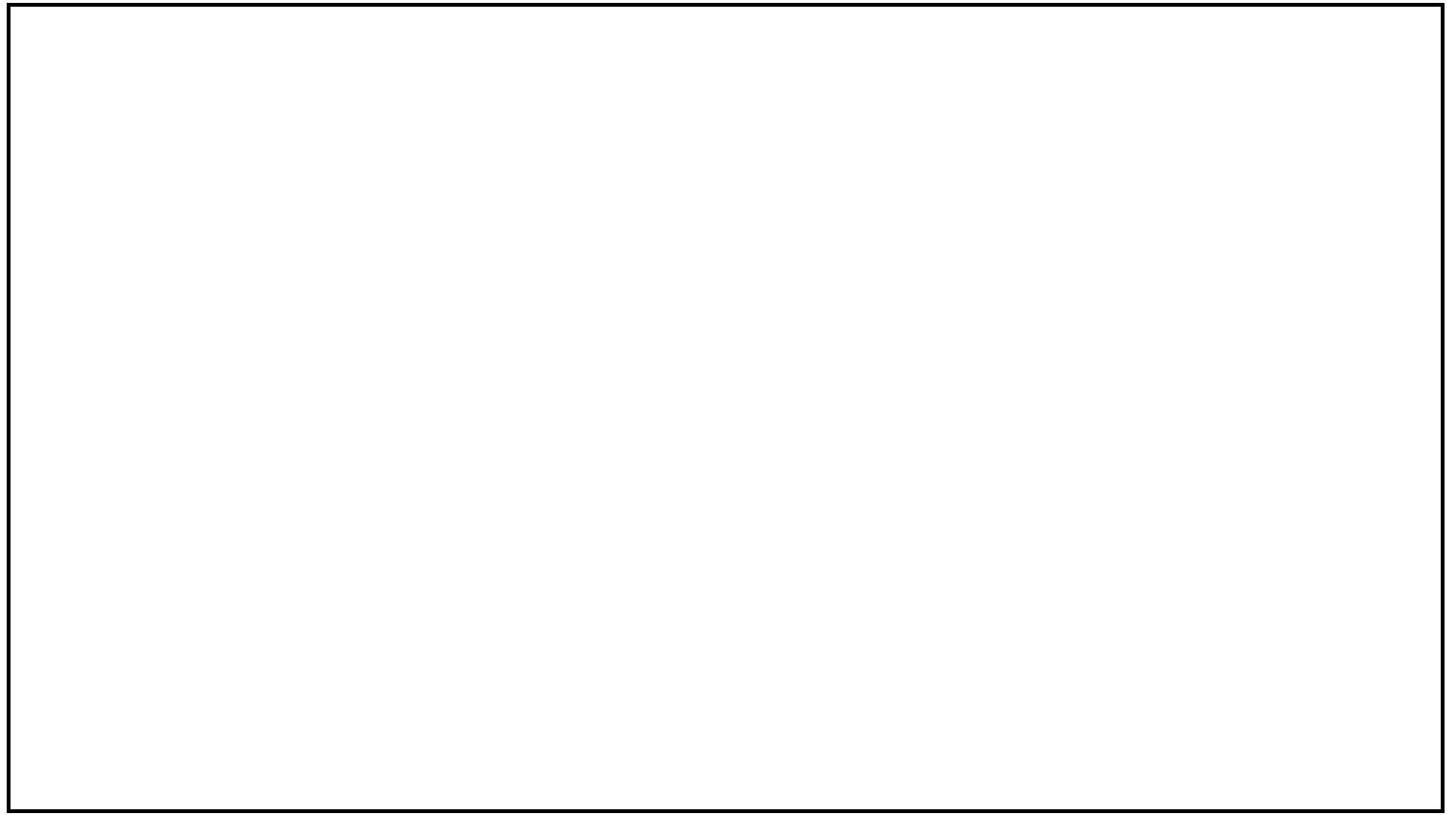
Please provide the following (*table template provided for each*):

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

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

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

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



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

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

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

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

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

	FY 2022-23	▼	FUNDS						FY 2023-24
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General
<b>REVENUES</b>									
State Financing Sources	3,456,684	170,484						3,627,168	3,400,000
Grants			134,618					134,618	
Other Financing Sources	130,475	376,603	9	163,129				670,216	130,475
<b>TOTAL REVENUES</b>	<b>3,587,159</b>	<b>547,087</b>	<b>134,627</b>	<b>163,129</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4,432,002</b>	<b>3,530,475</b>
<b>EXPENDITURES</b>									
Salaries	999,035	146,914	9,667					1,155,616	1,050,000
Staff Benefits	1,060,152	123,243	3,562					1,186,957	1,115,000
General Expense	299,590	4,308	351					304,249	300,000
Printing	7,584							7,584	8,000
Telecommunications	30,116	3,339	37					33,492	31,000
Postage	3,231	345						3,576	3,300
Insurance	1,720							1,720	1,800
Travel in State	1,873							1,873	1,900
Travel Out of State								-	
Training	1,283							1,283	1,300
Security	2,881	578	3					3,462	2,900
Facilities Operations	3,010			140,369				143,379	3,100
Utilities	17,403							17,403	18,000
Contracted Services	683,064	1,730	107,769					792,563	700,000
Consulting and Professional Services - County Provided	7,342	147,410	2,575					157,327	7,400
Information Technology (IT)	199,497	23,191	896					223,584	200,000
Major Equipment	43,847							43,847	44,000
Other Items of Expense	1,334							1,334	1,400
Juror Costs	1,420							1,420	1,500
Other	2,485							2,485	2,500
Debt Service								-	
Court Construction								-	
Distributed Administration & Allocation	(74,140)	71,583	2,557					-	
Prior Year Expense Adjustment	12,142		11,123	11,039				34,304	
<b>TOTAL EXPENDITURES</b>	<b>3,304,869</b>	<b>522,641</b>	<b>138,540</b>	<b>151,408</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4,117,458</b>	<b>3,493,100</b>
Operating Transfers In (Out)	(6,284)	2,371	3,913					-	
<b>Fund Balance (Deficit)</b>									
<b>Beginning Balance (Deficit)</b>	<b>368,511</b>	<b>141,507</b>						<b>510,018</b>	<b>644,517</b>
<b>Ending Balance (Deficit)</b>	<b>644,517</b>	<b>168,324</b>	<b>-</b>	<b>11,721</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>824,562</b>	<b>681,892</b>

## Current detailed budget projection

		▼	FUNDS					Select Fiscal Year	▼
Description	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant
<b>REVENUES</b>									
State Financing Sources	170,484						3,570,484		
Grants		134,618					134,618		
Other Financing Sources	376,603	9	-				507,087		
<b>TOTAL REVENUES</b>	<b>547,087</b>	<b>134,627</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4,212,189</b>	<b>-</b>	<b>-</b>
<b>EXPENDITURES</b>									
Salaries	146,914	9,667					1,206,581		
Staff Benefits	123,243	3,562					1,241,805		
General Expense	4,308	351					304,659		
Printing							8,000		
Telecommunications	3,339	37					34,376		
Postage	345						3,645		
Insurance							1,800		
Travel in State							1,900		
Travel Out of State							-		
Training							1,300		
Security	578	3					3,481		
Facilities Operations			-				3,100		
Utilities							18,000		
Contracted Services	1,730	107,769					809,499		
Consulting and Professional Services - County Provided	147,410	2,575					157,385		
Information Technology (IT)	23,191	896					224,087		
Major Equipment							44,000		
Other Items of Expense							1,400		
Juror Costs							1,500		
Other							2,500		
Debt Service							-		
Court Construction							-		
Distributed Administration & Allocation							-		
Prior Year Expense Adjustment			11,721				11,721		
<b>TOTAL EXPENDITURES</b>	<b>451,058</b>	<b>124,860</b>	<b>11,721</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4,080,739</b>	<b>-</b>	<b>-</b>
Operating Transfers In (Out)							-		
<b>Fund Balance (Deficit)</b>									
<b>Beginning Balance (Deficit)</b>	<b>168,324</b>	<b>-</b>	<b>11,721</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>824,562</b>	<b>681,892</b>	<b>264,353</b>
<b>Ending Balance (Deficit)</b>	<b>264,353</b>	<b>9,767</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>956,012</b>	<b>681,892</b>	<b>264,353</b>

## Current detailed budget projection

	FUNDS						Select Fiscal Year		
Description	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant
<b>REVENUES</b>									
State Financing Sources						-			
Grants						-			
Other Financing Sources						-			
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>									
Salaries						-			
Staff Benefits						-			
General Expense						-			
Printing						-			
Telecommunications						-			
Postage						-			
Insurance						-			
Travel in State						-			
Travel Out of State						-			
Training						-			
Security						-			
Facilities Operations						-			
Utilities						-			
Contracted Services						-			
Consulting and Professional Services - County Provided						-			
Information Technology (IT)						-			
Major Equipment						-			
Other Items of Expense						-			
Juror Costs						-			
Other						-			
Debt Service						-			
Court Construction						-			
Distributed Administration & Allocation						-			
Prior Year Expense Adjustment						-			
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)						-			
<b>Fund Balance (Deficit)</b>									
<b>Beginning Balance (Deficit)</b>	9,767	-	-	-	-	956,012	681,892	264,353	9,767
<b>Ending Balance (Deficit)</b>	9,767	-	-	-	-	956,012	681,892	264,353	9,767

## Current detailed budget projection

	FUNDS					Select Fiscal Year	▼	FUNDS	
Description	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects
<b>REVENUES</b>									
State Financing Sources					-				
Grants					-				
Other Financing Sources					-				
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>									
Salaries					-				
Staff Benefits					-				
General Expense					-				
Printing					-				
Telecommunications					-				
Postage					-				
Insurance					-				
Travel in State					-				
Travel Out of State					-				
Training					-				
Security					-				
Facilities Operations					-				
Utilities					-				
Contracted Services					-				
Consulting and Professional Services - County Provided					-				
Information Technology (IT)					-				
Major Equipment					-				
Other Items of Expense					-				
Juror Costs					-				
Other					-				
Debt Service					-				
Court Construction					-				
Distributed Administration & Allocation					-				
Prior Year Expense Adjustment					-				
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)					-				
<b>Fund Balance (Deficit)</b>									
<b>Beginning Balance (Deficit)</b>	-	-	-	-	956,012	681,892	264,353	9,767	-
<b>Ending Balance (Deficit)</b>	-	-	-	-	956,012	681,892	264,353	9,767	-



## Current detailed budget projection

					Select Fiscal Year	▼	FUNDS		
Description	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service
REVENUES									
State Financing Sources				-					
Grants				-					
Other Financing Sources				-					
TOTAL REVENUES	-	-	-	-	-	-	-	-	-
EXPENDITURES									
Salaries				-					
Staff Benefits				-					
General Expense				-					
Printing				-					
Telecommunications				-					
Postage				-					
Insurance				-					
Travel in State				-					
Travel Out of State				-					
Training				-					
Security				-					
Facilities Operations				-					
Utilities				-					
Contracted Services				-					
Consulting and Professional Services - County Provided				-					
Information Technology (IT)				-					
Major Equipment				-					
Other Items of Expense				-					
Juror Costs				-					
Other				-					
Debt Service				-					
Court Construction				-					
Distributed Administration & Allocation				-					
Prior Year Expense Adjustment				-					
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)				-					
Fund Balance (Deficit)									
Beginning Balance (Deficit)	-	-	-	956,012	681,892	264,353	9,767	-	-
Ending Balance (Deficit)	-	-	-	956,012	681,892	264,353	9,767	-	-

## Current detailed budget projectior

				Select Fiscal Year	▼	FUNDS			
Description	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary
<b>REVENUES</b>									
State Financing Sources			-						
Grants			-						
Other Financing Sources			-						
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>									
Salaries			-						
Staff Benefits			-						
General Expense			-						
Printing			-						
Telecommunications			-						
Postage			-						
Insurance			-						
Travel in State			-						
Travel Out of State			-						
Training			-						
Security			-						
Facilities Operations			-						
Utilities			-						
Contracted Services			-						
Consulting and Professional Services - County Provided			-						
Information Technology (IT)			-						
Major Equipment			-						
Other Items of Expense			-						
Juror Costs			-						
Other			-						
Debt Service			-						
Court Construction			-						
Distributed Administration & Allocation			-						
Prior Year Expense Adjustment			-						
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)			-						
<b>Fund Balance (Deficit)</b>									
<b>Beginning Balance (Deficit)</b>	-	-	956,012	681,892	264,353	9,767	-	-	-
<b>Ending Balance (Deficit)</b>	-	-	956,012	681,892	264,353	9,767	-	-	-

## Current detailed budget projection

			Select Fiscal Year	▼	FUNDS				
Description	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary
<b>REVENUES</b>									
State Financing Sources		-							
Grants		-							
Other Financing Sources		-							
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>									
Salaries		-							
Staff Benefits		-							
General Expense		-							
Printing		-							
Telecommunications		-							
Postage		-							
Insurance		-							
Travel in State		-							
Travel Out of State		-							
Training		-							
Security		-							
Facilities Operations		-							
Utilities		-							
Contracted Services		-							
Consulting and Professional Services - County Provided		-							
Information Technology (IT)		-							
Major Equipment		-							
Other Items of Expense		-							
Juror Costs		-							
Other		-							
Debt Service		-							
Court Construction		-							
Distributed Administration & Allocation		-							
Prior Year Expense Adjustment		-							
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)		-							
<b>Fund Balance (Deficit)</b>									
<b>Beginning Balance (Deficit)</b>	-	956,012	681,892	264,353	9,767	-	-	-	-
<b>Ending Balance (Deficit)</b>	-	956,012	681,892	264,353	9,767	-	-	-	-

## Current detailed budget projection

Description	TOTAL
<b>REVENUES</b>	
State Financing Sources	-
Grants	-
Other Financing Sources	-
<b>TOTAL REVENUES</b>	-
<b>EXPENDITURES</b>	
Salaries	-
Staff Benefits	-
General Expense	-
Printing	-
Telecommunications	-
Postage	-
Insurance	-
Travel in State	-
Travel Out of State	-
Training	-
Security	-
Facilities Operations	-
Utilities	-
Contracted Services	-
Consulting and Professional Services - County Provided	-
Information Technology (IT)	-
Major Equipment	-
Other Items of Expense	-
Juror Costs	-
Other	-
Debt Service	-
Court Construction	-
Distributed Administration & Allocation	-
Prior Year Expense Adjustment	-
<b>TOTAL EXPENDITURES</b>	-
Operating Transfers In (Out)	-
<b>Fund Balance (Deficit)</b>	
<b>Beginning Balance (Deficit)</b>	<b>956,012</b>
<b>Ending Balance (Deficit)</b>	<b>956,012</b>

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

Expenses Category		Amount
GL Account	Description	
900000	Salaries	
910000	Staff Benefits	
920001	General Expense	
924000	Printing	
925000	Telecommunications	
926000	Postage	
928000	Insurance	
929000	Travel in State	
931000	Travel Out of State	
933000	Training	
934000	Security	
935000	Facilities Operations	
936000	Utilities	
938000	Contracted Services	8,029
940000	Consulting and Professional Services - County Provided	
943000	Information Technology (IT)	
945000	Major Equipment	
950000	Other Items of Expense	
972000	Other	
973000	Debt Service	
983000	Court Construction	
990000	Distributed Administration & Allocation	
<b>Total</b>		<b>8,029</b>

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

Description	FY 2022-23 ▼	FY 2023-24 ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Total
Contribution	8,029								8,029
Expenditures		8,029							8,029
Cumulative Balance	8,029	-	-	-	-	-	-	-	-

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

Please check the type of request:

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

Glenn

**PERSON AUTHORIZING REQUEST** (Presiding Judge or Court Executive Officer):  
Diana Baca**CONTACT PERSON AND CONTACT INFO:**Diana Baca, [dbaca@glenncourt.ca.gov](mailto:dbaca@glenncourt.ca.gov), 530-934-1940**DATE OF SUBMISSION:**

9/20/2023

**TIME PERIOD COVERED BY THE  
REQUEST, INCLUDING CONTRIBUTION  
AND EXPENDITURE:**  
2022-23 THROUGH 2023-24**REQUESTED AMOUNT:**

\$20000.00

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

We are requesting to use our Court fund balance to purchase new computers and monitors. With the increase in size of our new courthouse, we are needing to add workstations, in addition to replacing those that have passed their useful life. We would also like to update the monitors for our administrative staff.

This request is for 10 new computers, and 5 large double-sized monitors. We do not yet have a quote but anticipate this purchase to be no more than \$20,000.

**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.** For 2023-24, we are experiencing a large increase in IT support costs, in addition to planning for an increase in our custodial staff using our 2023-24 budget allocation. Allowing us to use our 2022-23 fund balance reduces the pressure the 2023-24 general fund allocation.

**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?**

New computers are necessary to replace outdated machines and to furnish machines to an increased number of workstations in our new courthouse. In addition, we would like to improve the monitors for our administrative staff, which will free up monitors to be assigned to the new workstations noted above.

**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 request is not approved, the court will need to find other resources, most likely from our 2023-24 general fund allocation.

**E. Describe the consequences to the public and access to justice if the court request is not approved.** Our new courthouse offers more clerk windows, however, if there are no computers there, we cannot increase public access.

**F. What alternatives has the court identified if the request is not approved, and why is holding funding in the TCTF the preferred alternative?** The court would have to find funding within the current year general fund allocation which is not ideal given the increase in IT support costs and the needed addition of a custodial position. Our new courthouse has increased by 60% in size to 41,867 square feet, and we have only one custodian on staff.

**SECTION IV: FINANCIAL INFORMATION**



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

- A. Three-year history of year-end fund balances, revenues, and expenditures
- B. Current detailed budget projections for the fiscal years the trial court would either be contributing to or receiving distributions from the TCTF fund balance held on the court's behalf
- C. Identification of all costs, by category and amount, needed to fully implement the project
- D. A specific funding and expenditure schedule identifying the amounts to be contributed and expended, by fiscal year

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

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

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

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

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

	FY 2022-23	▼	FUNDS						FY 2023-24
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General
<b>REVENUES</b>									
State Financing Sources	3,456,684	170,484						3,627,168	3,400,000
Grants			134,618					134,618	
Other Financing Sources	130,475	376,603	9	163,129				670,216	130,475
<b>TOTAL REVENUES</b>	<b>3,587,159</b>	<b>547,087</b>	<b>134,627</b>	<b>163,129</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4,432,002</b>	<b>3,530,475</b>
<b>EXPENDITURES</b>									
Salaries	999,035	146,914	9,667					1,155,616	1,050,000
Staff Benefits	1,060,152	123,243	3,562					1,186,957	1,115,000
General Expense	299,590	4,308	351					304,249	300,000
Printing	7,584							7,584	8,000
Telecommunications	30,116	3,339	37					33,492	31,000
Postage	3,231	345						3,576	3,300
Insurance	1,720							1,720	1,800
Travel in State	1,873							1,873	1,900
Travel Out of State								-	
Training	1,283							1,283	1,300
Security	2,881	578	3					3,462	2,900
Facilities Operations	3,010			140,369				143,379	3,100
Utilities	17,403							17,403	18,000
Contracted Services	683,064	1,730	107,769					792,563	700,000
Consulting and Professional Services - County Provided	7,342	147,410	2,575					157,327	7,400
Information Technology (IT)	199,497	23,191	896					223,584	200,000
Major Equipment	43,847							43,847	44,000
Other Items of Expense	1,334							1,334	1,400
Juror Costs	1,420							1,420	1,500
Other	2,485							2,485	2,500
Debt Service								-	
Court Construction								-	
Distributed Administration & Allocation	(74,140)	71,583	2,557					-	
Prior Year Expense Adjustment	12,142		11,123	11,039				34,304	
<b>TOTAL EXPENDITURES</b>	<b>3,304,869</b>	<b>522,641</b>	<b>138,540</b>	<b>151,408</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4,117,458</b>	<b>3,493,100</b>
Operating Transfers In (Out)	(6,284)	2,371	3,913					-	
<b>Fund Balance (Deficit)</b>									
<b>Beginning Balance (Deficit)</b>	<b>368,511</b>	<b>141,507</b>						<b>510,018</b>	<b>644,517</b>
<b>Ending Balance (Deficit)</b>	<b>644,517</b>	<b>168,324</b>	<b>-</b>	<b>11,721</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>824,562</b>	<b>681,892</b>

## Current detailed budget projection

		▼	FUNDS					Select Fiscal Year	▼
Description	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant
<b>REVENUES</b>									
State Financing Sources	170,484						3,570,484		
Grants		134,618					134,618		
Other Financing Sources	376,603	9	-				507,087		
<b>TOTAL REVENUES</b>	<b>547,087</b>	<b>134,627</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4,212,189</b>	<b>-</b>	<b>-</b>
<b>EXPENDITURES</b>									
Salaries	146,914	9,667					1,206,581		
Staff Benefits	123,243	3,562					1,241,805		
General Expense	4,308	351					304,659		
Printing							8,000		
Telecommunications	3,339	37					34,376		
Postage	345						3,645		
Insurance							1,800		
Travel in State							1,900		
Travel Out of State							-		
Training							1,300		
Security	578	3					3,481		
Facilities Operations			-				3,100		
Utilities							18,000		
Contracted Services	1,730	107,769					809,499		
Consulting and Professional Services - County Provided	147,410	2,575					157,385		
Information Technology (IT)	23,191	896					224,087		
Major Equipment							44,000		
Other Items of Expense							1,400		
Juror Costs							1,500		
Other							2,500		
Debt Service							-		
Court Construction							-		
Distributed Administration & Allocation							-		
Prior Year Expense Adjustment			11,721				11,721		
<b>TOTAL EXPENDITURES</b>	<b>451,058</b>	<b>124,860</b>	<b>11,721</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4,080,739</b>	<b>-</b>	<b>-</b>
Operating Transfers In (Out)							-		
<b>Fund Balance (Deficit)</b>									
<b>Beginning Balance (Deficit)</b>	<b>168,324</b>	<b>-</b>	<b>11,721</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>824,562</b>	<b>681,892</b>	<b>264,353</b>
<b>Ending Balance (Deficit)</b>	<b>264,353</b>	<b>9,767</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>956,012</b>	<b>681,892</b>	<b>264,353</b>

## Current detailed budget projection

	FUNDS						Select Fiscal Year		
Description	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant
<b>REVENUES</b>									
State Financing Sources						-			
Grants						-			
Other Financing Sources						-			
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>									
Salaries						-			
Staff Benefits						-			
General Expense						-			
Printing						-			
Telecommunications						-			
Postage						-			
Insurance						-			
Travel in State						-			
Travel Out of State						-			
Training						-			
Security						-			
Facilities Operations						-			
Utilities						-			
Contracted Services						-			
Consulting and Professional Services - County Provided						-			
Information Technology (IT)						-			
Major Equipment						-			
Other Items of Expense						-			
Juror Costs						-			
Other						-			
Debt Service						-			
Court Construction						-			
Distributed Administration & Allocation						-			
Prior Year Expense Adjustment						-			
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)						-			
<b>Fund Balance (Deficit)</b>									
<b>Beginning Balance (Deficit)</b>	9,767	-	-	-	-	956,012	681,892	264,353	9,767
<b>Ending Balance (Deficit)</b>	9,767	-	-	-	-	956,012	681,892	264,353	9,767

## Current detailed budget projection

	FUNDS					Select Fiscal Year	▼	FUNDS	
Description	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects
<b>REVENUES</b>									
State Financing Sources					-				
Grants					-				
Other Financing Sources					-				
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>									
Salaries					-				
Staff Benefits					-				
General Expense					-				
Printing					-				
Telecommunications					-				
Postage					-				
Insurance					-				
Travel in State					-				
Travel Out of State					-				
Training					-				
Security					-				
Facilities Operations					-				
Utilities					-				
Contracted Services					-				
Consulting and Professional Services - County Provided					-				
Information Technology (IT)					-				
Major Equipment					-				
Other Items of Expense					-				
Juror Costs					-				
Other					-				
Debt Service					-				
Court Construction					-				
Distributed Administration & Allocation					-				
Prior Year Expense Adjustment					-				
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)					-				
<b>Fund Balance (Deficit)</b>									
<b>Beginning Balance (Deficit)</b>	-	-	-	-	956,012	681,892	264,353	9,767	-
<b>Ending Balance (Deficit)</b>	-	-	-	-	956,012	681,892	264,353	9,767	-

## Current detailed budget projection

					Select Fiscal Year	▼	FUNDS		
Description	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service
REVENUES									
State Financing Sources				-					
Grants				-					
Other Financing Sources				-					
TOTAL REVENUES	-	-	-	-	-	-	-	-	-
EXPENDITURES									
Salaries				-					
Staff Benefits				-					
General Expense				-					
Printing				-					
Telecommunications				-					
Postage				-					
Insurance				-					
Travel in State				-					
Travel Out of State				-					
Training				-					
Security				-					
Facilities Operations				-					
Utilities				-					
Contracted Services				-					
Consulting and Professional Services - County Provided				-					
Information Technology (IT)				-					
Major Equipment				-					
Other Items of Expense				-					
Juror Costs				-					
Other				-					
Debt Service				-					
Court Construction				-					
Distributed Administration & Allocation				-					
Prior Year Expense Adjustment				-					
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)				-					
Fund Balance (Deficit)									
Beginning Balance (Deficit)	-	-	-	956,012	681,892	264,353	9,767	-	-
Ending Balance (Deficit)	-	-	-	956,012	681,892	264,353	9,767	-	-

## Current detailed budget projectior

				Select Fiscal Year	▼	FUNDS			
Description	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary
<b>REVENUES</b>									
State Financing Sources			-						
Grants			-						
Other Financing Sources			-						
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>									
Salaries			-						
Staff Benefits			-						
General Expense			-						
Printing			-						
Telecommunications			-						
Postage			-						
Insurance			-						
Travel in State			-						
Travel Out of State			-						
Training			-						
Security			-						
Facilities Operations			-						
Utilities			-						
Contracted Services			-						
Consulting and Professional Services - County Provided			-						
Information Technology (IT)			-						
Major Equipment			-						
Other Items of Expense			-						
Juror Costs			-						
Other			-						
Debt Service			-						
Court Construction			-						
Distributed Administration & Allocation			-						
Prior Year Expense Adjustment			-						
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)			-						
<b>Fund Balance (Deficit)</b>									
<b>Beginning Balance (Deficit)</b>	-	-	956,012	681,892	264,353	9,767	-	-	-
<b>Ending Balance (Deficit)</b>	-	-	956,012	681,892	264,353	9,767	-	-	-



## Current detailed budget projection

			Select Fiscal Year	▼	FUNDS				
Description	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary
<b>REVENUES</b>									
State Financing Sources		-							
Grants		-							
Other Financing Sources		-							
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>									
Salaries		-							
Staff Benefits		-							
General Expense		-							
Printing		-							
Telecommunications		-							
Postage		-							
Insurance		-							
Travel in State		-							
Travel Out of State		-							
Training		-							
Security		-							
Facilities Operations		-							
Utilities		-							
Contracted Services		-							
Consulting and Professional Services - County Provided		-							
Information Technology (IT)		-							
Major Equipment		-							
Other Items of Expense		-							
Juror Costs		-							
Other		-							
Debt Service		-							
Court Construction		-							
Distributed Administration & Allocation		-							
Prior Year Expense Adjustment		-							
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)		-							
<b>Fund Balance (Deficit)</b>									
<b>Beginning Balance (Deficit)</b>	-	956,012	681,892	264,353	9,767	-	-	-	-
<b>Ending Balance (Deficit)</b>	-	956,012	681,892	264,353	9,767	-	-	-	-

## Current detailed budget projection

Description	TOTAL
<b>REVENUES</b>	
State Financing Sources	-
Grants	-
Other Financing Sources	-
<b>TOTAL REVENUES</b>	-
<b>EXPENDITURES</b>	
Salaries	-
Staff Benefits	-
General Expense	-
Printing	-
Telecommunications	-
Postage	-
Insurance	-
Travel in State	-
Travel Out of State	-
Training	-
Security	-
Facilities Operations	-
Utilities	-
Contracted Services	-
Consulting and Professional Services - County Provided	-
Information Technology (IT)	-
Major Equipment	-
Other Items of Expense	-
Juror Costs	-
Other	-
Debt Service	-
Court Construction	-
Distributed Administration & Allocation	-
Prior Year Expense Adjustment	-
<b>TOTAL EXPENDITURES</b>	-
Operating Transfers In (Out)	-
<b>Fund Balance (Deficit)</b>	
<b>Beginning Balance (Deficit)</b>	<b>956,012</b>
<b>Ending Balance (Deficit)</b>	<b>956,012</b>

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

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

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

Description	FY 2022-23 ▼	FY 2023-24 ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Total
Contribution	20,000								20,000
Expenditures		20,000							20,000
Cumulative Balance	20,000	-	-	-	-	-	-	-	-

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

Please check the type of request:

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

Glenn

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

Diana Baca, CEO

**CONTACT PERSON AND CONTACT INFO:**

Diana Baca, dbaca@glenncourt.ca.gov

**DATE OF SUBMISSION:**

9/19/2023

**TIME PERIOD COVERED BY THE  
REQUEST, INCLUDING CONTRIBUTION  
AND EXPENDITURE:  
FY 2022-23 THROUGH 2023-24**
**REQUESTED AMOUNT:**

\$264,310.00

**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.):*

Glenn County Superior Court began an extensive digitization project last year. The latest round of projects include digitizing historical registries and continuing with older civil, criminal, family and probate files. We are working toward being a paperless court. We are also planning to implement E-File in 2024.

While we have been awarded Modernization funds for this project, we may be able to return those funds back to the Judicial Council for use by another court if we can access our 2022-23 fund balance.

**SECTION II: AMENDED REQUEST CHANGES****A. Identify sections and answers amended.****B. Provide a summary of the changes to the request.****SECTION III: TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE****A. Explain why the request does not fit within the court's annual operational budget process and the three-year encumbrance term.**

This is an extensive project that is well outside of our budget. In addition, we are trying to conserve funds to provide for an additional custodial position due to the 60% floorplan size increase in our new courthouse.

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

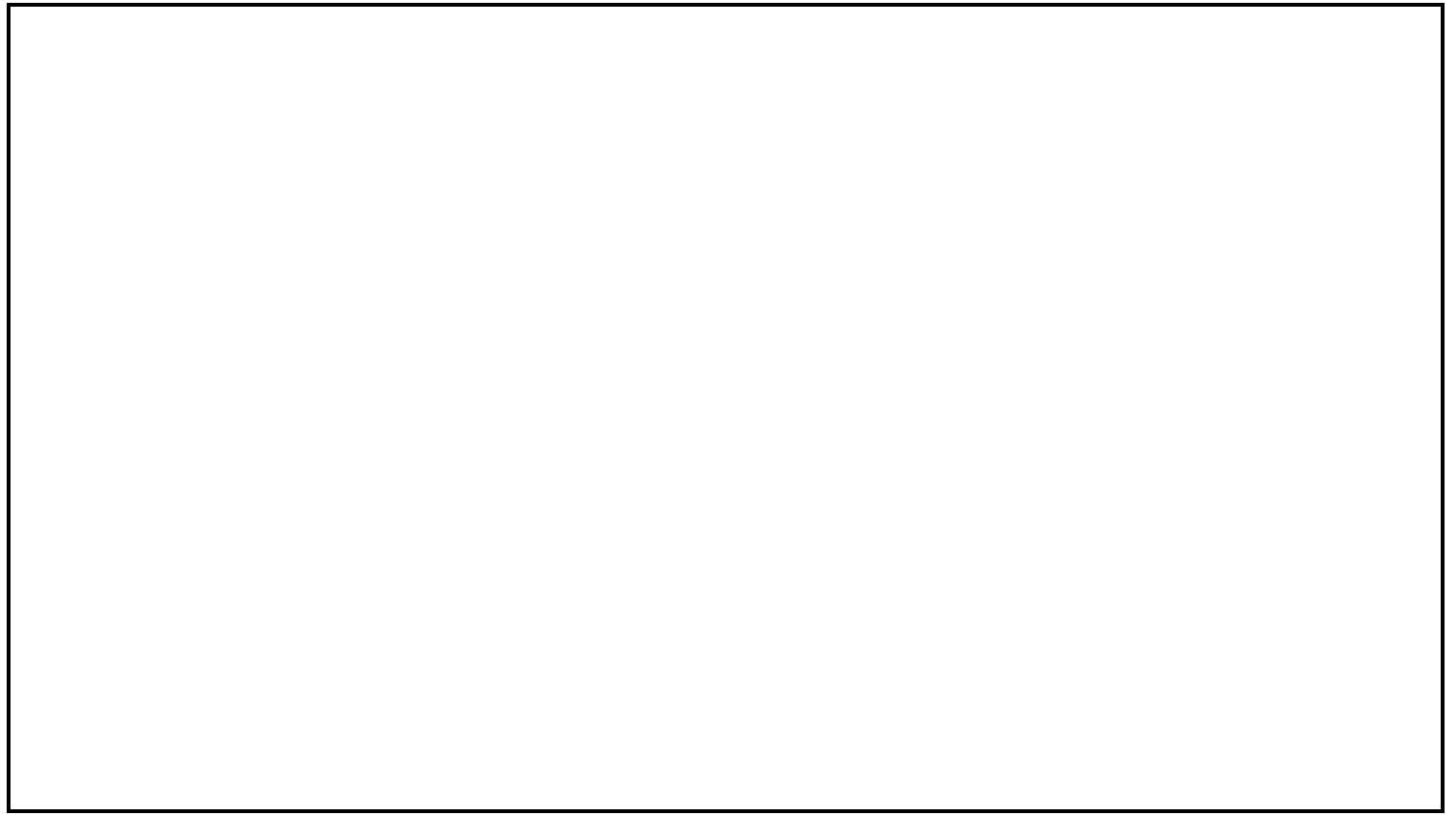
### SECTION III (continued): TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE

- B. How will the request enhance the efficiency and/or effectiveness of court operations, and/or increase the availability of court services and programs?** Files will be accessible electronically, more easily provided for public review, and will be protected from any natural or man-made disasters.
- 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 will need to use Modernization Grant funding to continue this project.
- E. Describe the consequences to the public and access to justice if the court request is not approved.**  
We feel it is more appropriate to use existing Court funding rather than Modernization Award funding which may be better utilized by another court.
- F. What alternatives has the court identified if the request is not approved, and why is holding funding in the TCTF the preferred alternative?** We can use the Modernization Award we have received if this FHOB is not approved, however, existing Court funding is the preferred alternative. We had an excessive fund balance due to a lack of understanding and communication between the court and our GL lead. It would be preferable to access this fund balance before utilizing other 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**
- B. Current detailed budget projections for the fiscal years the trial court would either be contributing to or receiving distributions from the TCTF fund balance held on the court's behalf**
- C. Identification of all costs, by category and amount, needed to fully implement the project**
- D. A specific funding and expenditure schedule identifying the amounts to be contributed and expended, by fiscal year**



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

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

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

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



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

	FY 2022-23	▼	FUNDS						FY 2023-24
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General
<b>REVENUES</b>									
State Financing Sources	3,456,684	170,484						3,627,168	3,400,000
Grants			134,618					134,618	
Other Financing Sources	130,475	376,603	9	163,129				670,216	130,475
<b>TOTAL REVENUES</b>	<b>3,587,159</b>	<b>547,087</b>	<b>134,627</b>	<b>163,129</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4,432,002</b>	<b>3,530,475</b>
<b>EXPENDITURES</b>									
Salaries	999,035	146,914	9,667					1,155,616	1,050,000
Staff Benefits	1,060,152	123,243	3,562					1,186,957	1,115,000
General Expense	299,590	4,308	351					304,249	300,000
Printing	7,584							7,584	8,000
Telecommunications	30,116	3,339	37					33,492	31,000
Postage	3,231	345						3,576	3,300
Insurance	1,720							1,720	1,800
Travel in State	1,873							1,873	1,900
Travel Out of State								-	
Training	1,283							1,283	1,300
Security	2,881	578	3					3,462	2,900
Facilities Operations	3,010			140,369				143,379	3,100
Utilities	17,403							17,403	18,000
Contracted Services	683,064	1,730	107,769					792,563	700,000
Consulting and Professional Services - County Provided	7,342	147,410	2,575					157,327	7,400
Information Technology (IT)	199,497	23,191	896					223,584	200,000
Major Equipment	43,847							43,847	44,000
Other Items of Expense	1,334							1,334	1,400
Juror Costs	1,420							1,420	1,500
Other	2,485							2,485	2,500
Debt Service								-	
Court Construction								-	
Distributed Administration & Allocation	(74,140)	71,583	2,557					-	
Prior Year Expense Adjustment	12,142		11,123	11,039				34,304	
<b>TOTAL EXPENDITURES</b>	<b>3,304,869</b>	<b>522,641</b>	<b>138,540</b>	<b>151,408</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4,117,458</b>	<b>3,493,100</b>
Operating Transfers In (Out)	(6,284)	2,371	3,913					-	
<b>Fund Balance (Deficit)</b>									
<b>Beginning Balance (Deficit)</b>	<b>368,511</b>	<b>141,507</b>						<b>510,018</b>	<b>644,517</b>
<b>Ending Balance (Deficit)</b>	<b>644,517</b>	<b>168,324</b>	<b>-</b>	<b>11,721</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>824,562</b>	<b>681,892</b>

## Current detailed budget projection

		▼	FUNDS					Select Fiscal Year	▼
Description	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant
<b>REVENUES</b>									
State Financing Sources	170,484						3,570,484		
Grants		134,618					134,618		
Other Financing Sources	376,603	9	-				507,087		
<b>TOTAL REVENUES</b>	<b>547,087</b>	<b>134,627</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4,212,189</b>	<b>-</b>	<b>-</b>
<b>EXPENDITURES</b>									
Salaries	146,914	9,667					1,206,581		
Staff Benefits	123,243	3,562					1,241,805		
General Expense	4,308	351					304,659		
Printing							8,000		
Telecommunications	3,339	37					34,376		
Postage	345						3,645		
Insurance							1,800		
Travel in State							1,900		
Travel Out of State							-		
Training							1,300		
Security	578	3					3,481		
Facilities Operations			-				3,100		
Utilities							18,000		
Contracted Services	1,730	107,769					809,499		
Consulting and Professional Services - County Provided	147,410	2,575					157,385		
Information Technology (IT)	23,191	896					224,087		
Major Equipment							44,000		
Other Items of Expense							1,400		
Juror Costs							1,500		
Other							2,500		
Debt Service							-		
Court Construction							-		
Distributed Administration & Allocation							-		
Prior Year Expense Adjustment			11,721				11,721		
<b>TOTAL EXPENDITURES</b>	<b>451,058</b>	<b>124,860</b>	<b>11,721</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4,080,739</b>	<b>-</b>	<b>-</b>
Operating Transfers In (Out)							-		
<b>Fund Balance (Deficit)</b>									
<b>Beginning Balance (Deficit)</b>	<b>168,324</b>	<b>-</b>	<b>11,721</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>824,562</b>	<b>681,892</b>	<b>264,353</b>
<b>Ending Balance (Deficit)</b>	<b>264,353</b>	<b>9,767</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>956,012</b>	<b>681,892</b>	<b>264,353</b>

## Current detailed budget projection

	FUNDS						Select Fiscal Year		
Description	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant
<b>REVENUES</b>									
State Financing Sources						-			
Grants						-			
Other Financing Sources						-			
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>									
Salaries						-			
Staff Benefits						-			
General Expense						-			
Printing						-			
Telecommunications						-			
Postage						-			
Insurance						-			
Travel in State						-			
Travel Out of State						-			
Training						-			
Security						-			
Facilities Operations						-			
Utilities						-			
Contracted Services						-			
Consulting and Professional Services - County Provided						-			
Information Technology (IT)						-			
Major Equipment						-			
Other Items of Expense						-			
Juror Costs						-			
Other						-			
Debt Service						-			
Court Construction						-			
Distributed Administration & Allocation						-			
Prior Year Expense Adjustment						-			
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)						-			
<b>Fund Balance (Deficit)</b>									
<b>Beginning Balance (Deficit)</b>	9,767	-	-	-	-	956,012	681,892	264,353	9,767
<b>Ending Balance (Deficit)</b>	9,767	-	-	-	-	956,012	681,892	264,353	9,767

## Current detailed budget projection

	FUNDS					Select Fiscal Year	▼	FUNDS	
Description	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects
<b>REVENUES</b>									
State Financing Sources					-				
Grants					-				
Other Financing Sources					-				
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>									
Salaries					-				
Staff Benefits					-				
General Expense					-				
Printing					-				
Telecommunications					-				
Postage					-				
Insurance					-				
Travel in State					-				
Travel Out of State					-				
Training					-				
Security					-				
Facilities Operations					-				
Utilities					-				
Contracted Services					-				
Consulting and Professional Services - County Provided					-				
Information Technology (IT)					-				
Major Equipment					-				
Other Items of Expense					-				
Juror Costs					-				
Other					-				
Debt Service					-				
Court Construction					-				
Distributed Administration & Allocation					-				
Prior Year Expense Adjustment					-				
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)					-				
<b>Fund Balance (Deficit)</b>									
<b>Beginning Balance (Deficit)</b>	-	-	-	-	956,012	681,892	264,353	9,767	-
<b>Ending Balance (Deficit)</b>	-	-	-	-	956,012	681,892	264,353	9,767	-

## Current detailed budget projection

					Select Fiscal Year	▼	FUNDS		
Description	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service
<b>REVENUES</b>									
State Financing Sources				-					
Grants				-					
Other Financing Sources				-					
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>									
Salaries				-					
Staff Benefits				-					
General Expense				-					
Printing				-					
Telecommunications				-					
Postage				-					
Insurance				-					
Travel in State				-					
Travel Out of State				-					
Training				-					
Security				-					
Facilities Operations				-					
Utilities				-					
Contracted Services				-					
Consulting and Professional Services - County Provided				-					
Information Technology (IT)				-					
Major Equipment				-					
Other Items of Expense				-					
Juror Costs				-					
Other				-					
Debt Service				-					
Court Construction				-					
Distributed Administration & Allocation				-					
Prior Year Expense Adjustment				-					
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)				-					
<b>Fund Balance (Deficit)</b>									
<b>Beginning Balance (Deficit)</b>	-	-	-	956,012	681,892	264,353	9,767	-	-
<b>Ending Balance (Deficit)</b>	-	-	-	956,012	681,892	264,353	9,767	-	-

## Current detailed budget projectior

				Select Fiscal Year	▼	FUNDS			
Description	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary
<b>REVENUES</b>									
State Financing Sources			-						
Grants			-						
Other Financing Sources			-						
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>									
Salaries			-						
Staff Benefits			-						
General Expense			-						
Printing			-						
Telecommunications			-						
Postage			-						
Insurance			-						
Travel in State			-						
Travel Out of State			-						
Training			-						
Security			-						
Facilities Operations			-						
Utilities			-						
Contracted Services			-						
Consulting and Professional Services - County Provided			-						
Information Technology (IT)			-						
Major Equipment			-						
Other Items of Expense			-						
Juror Costs			-						
Other			-						
Debt Service			-						
Court Construction			-						
Distributed Administration & Allocation			-						
Prior Year Expense Adjustment			-						
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)			-						
<b>Fund Balance (Deficit)</b>									
<b>Beginning Balance (Deficit)</b>	-	-	956,012	681,892	264,353	9,767	-	-	-
<b>Ending Balance (Deficit)</b>	-	-	956,012	681,892	264,353	9,767	-	-	-

## Current detailed budget projection

			Select Fiscal Year	▼	FUNDS				
Description	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary
<b>REVENUES</b>									
State Financing Sources		-							
Grants		-							
Other Financing Sources		-							
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>									
Salaries		-							
Staff Benefits		-							
General Expense		-							
Printing		-							
Telecommunications		-							
Postage		-							
Insurance		-							
Travel in State		-							
Travel Out of State		-							
Training		-							
Security		-							
Facilities Operations		-							
Utilities		-							
Contracted Services		-							
Consulting and Professional Services - County Provided		-							
Information Technology (IT)		-							
Major Equipment		-							
Other Items of Expense		-							
Juror Costs		-							
Other		-							
Debt Service		-							
Court Construction		-							
Distributed Administration & Allocation		-							
Prior Year Expense Adjustment		-							
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)		-							
<b>Fund Balance (Deficit)</b>									
<b>Beginning Balance (Deficit)</b>	-	956,012	681,892	264,353	9,767	-	-	-	-
<b>Ending Balance (Deficit)</b>	-	956,012	681,892	264,353	9,767	-	-	-	-

## Current detailed budget projection

Description	TOTAL
<b>REVENUES</b>	
State Financing Sources	-
Grants	-
Other Financing Sources	-
<b>TOTAL REVENUES</b>	-
<b>EXPENDITURES</b>	
Salaries	-
Staff Benefits	-
General Expense	-
Printing	-
Telecommunications	-
Postage	-
Insurance	-
Travel in State	-
Travel Out of State	-
Training	-
Security	-
Facilities Operations	-
Utilities	-
Contracted Services	-
Consulting and Professional Services - County Provided	-
Information Technology (IT)	-
Major Equipment	-
Other Items of Expense	-
Juror Costs	-
Other	-
Debt Service	-
Court Construction	-
Distributed Administration & Allocation	-
Prior Year Expense Adjustment	-
<b>TOTAL EXPENDITURES</b>	-
Operating Transfers In (Out)	-
<b>Fund Balance (Deficit)</b>	
<b>Beginning Balance (Deficit)</b>	<b>956,012</b>
<b>Ending Balance (Deficit)</b>	<b>956,012</b>



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

Expenses Category		Amount
GL Account	Description	
900000	Salaries	
910000	Staff Benefits	
920001	General Expense	
924000	Printing	
925000	Telecommunications	
926000	Postage	
928000	Insurance	
929000	Travel in State	
931000	Travel Out of State	
933000	Training	
934000	Security	
935000	Facilities Operations	
936000	Utilities	
938000	Contracted Services	264,310
940000	Consulting and Professional Services - County Provided	
943000	Information Technology (IT)	
945000	Major Equipment	
950000	Other Items of Expense	
972000	Other	
973000	Debt Service	
983000	Court Construction	
990000	Distributed Administration & Allocation	
<b>Total</b>		<b>264,310</b>

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

Description	FY 2022-23 ▼	FY 2023-24 ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Total
Contribution	264,310								264,310
Expenditures		264,310							264,310
Cumulative Balance	264,310	-	-	-	-	-	-	-	-

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

Please check the type of request:

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

Glenn

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

Diana Baca, CEO

**CONTACT PERSON AND CONTACT INFO:**

Diana Baca, dbaca@glenncourt.ca.gov

**DATE OF SUBMISSION:**

9/19/2023

**TIME PERIOD COVERED BY THE REQUEST, INCLUDING CONTRIBUTION AND EXPENDITURE:**  
**FY 2022-23 THROUGH 2023-24****REQUESTED AMOUNT:**

\$9999.55

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

Glenn County Superior Court is nearing the completion of a courthouse renovation / addition project in which we will have three courtrooms. Outside of each courtroom, and in the lobby, will be a display monitor upon which case information can be shown, along with other messages such as locations for other court services. The original specification for the courthouse renovation / addition technology did not include the software or media players needed to transmit the information from our case management system to these display monitors, and thus would be a direct cost to the court.

**SECTION II: AMENDED REQUEST CHANGES****A. Identify sections and answers amended.****B. Provide a summary of the changes to the request.****SECTION III: TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE****A. Explain why the request does not fit within the court's annual operational budget process and the three-year encumbrance term.**

This was an unknown expense and has not been considered in any of the 2023-24 budget discussions. We are working to mitigate the impact of a major increase to the cost of IT support for our court with the 2023-24 fiscal year, thus we do not want to add any further costs if we can avoid it. In addition, we are trying to conserve funds to provide for an additional custodial position due to the 60% floorplan size increase in our new courthouse.

**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 AdGator software will allow court visitors to easily see when and where hearings will be held and the location for other court services. The information will be updated every 15 minutes.*
- 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.** *Visitors may have difficulty finding the time and location of their hearings and other court services and would have to look for court personnel to ask questions which would impact the workload for our employees.*
- E. Describe the consequences to the public and access to justice if the court request is not approved.** *The court will have to seek other resources to purchase this software.*
- F. What alternatives has the court identified if the request is not approved, and why is holding funding in the TCTF the preferred alternative?**
- We had an excessive fund balance due to a lack of understanding and communication between the court and our GL lead. It would be preferable to access this fund balance rather than search for other 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
- 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
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Expenditures	2,797,818	305,706	172,871	125,982				3,402,377
Operating Transfers In (Out)	(1,047)		1,047					-
Ending Fund Balance	194,552	123,228	-	-	-	-	-	317,780

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

FY 2022-23	▼	FUNDS						
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Beginning Balance	368,511	141,507	-	-				510,018
Revenues	3,587,159	544,457	134,627	163,129				4,429,372
Expenditures	3,304,869	520,011	138,541	151,408				4,114,829
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Ending Fund Balance	644,517	168,324	-	11,721	-	-	-	824,562

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

	FY 2022-23	▼	FUNDS						FY 2023-24
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<b>REVENUES</b>									
State Financing Sources	3,456,684	170,484						3,627,168	3,400,000
Grants			134,618					134,618	
Other Financing Sources	130,475	376,603	9	163,129				670,216	130,475
<b>TOTAL REVENUES</b>	<b>3,587,159</b>	<b>547,087</b>	<b>134,627</b>	<b>163,129</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4,432,002</b>	<b>3,530,475</b>
<b>EXPENDITURES</b>									
Salaries	999,035	146,914	9,667					1,155,616	1,050,000
Staff Benefits	1,060,152	123,243	3,562					1,186,957	1,115,000
General Expense	299,590	4,308	351					304,249	300,000
Printing	7,584							7,584	8,000
Telecommunications	30,116	3,339	37					33,492	31,000
Postage	3,231	345						3,576	3,300
Insurance	1,720							1,720	1,800
Travel in State	1,873							1,873	1,900
Travel Out of State								-	
Training	1,283							1,283	1,300
Security	2,881	578	3					3,462	2,900
Facilities Operations	3,010			140,369				143,379	3,100
Utilities	17,403							17,403	18,000
Contracted Services	683,064	1,730	107,769					792,563	700,000
Consulting and Professional Services - County Provided	7,342	147,410	2,575					157,327	7,400
Information Technology (IT)	199,497	23,191	896					223,584	200,000
Major Equipment	43,847							43,847	44,000
Other Items of Expense	1,334							1,334	1,400
Juror Costs	1,420							1,420	1,500
Other	2,485							2,485	2,500
Debt Service								-	
Court Construction								-	
Distributed Administration & Allocation	(74,140)	71,583	2,557					-	
Prior Year Expense Adjustment	12,142		11,123	11,039				34,304	
<b>TOTAL EXPENDITURES</b>	<b>3,304,869</b>	<b>522,641</b>	<b>138,540</b>	<b>151,408</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4,117,458</b>	<b>3,493,100</b>
Operating Transfers In (Out)	(6,284)	2,371	3,913					-	
<b>Fund Balance (Deficit)</b>									
<b>Beginning Balance (Deficit)</b>	<b>368,511</b>	<b>141,507</b>						<b>510,018</b>	<b>644,517</b>
<b>Ending Balance (Deficit)</b>	<b>644,517</b>	<b>168,324</b>	<b>-</b>	<b>11,721</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>824,562</b>	<b>681,892</b>

## Current detailed budget projection

		▼	FUNDS					Select Fiscal Year	▼
Description	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant
<b>REVENUES</b>									
State Financing Sources	170,484						3,570,484		
Grants		134,618					134,618		
Other Financing Sources	376,603	9	-				507,087		
<b>TOTAL REVENUES</b>	<b>547,087</b>	<b>134,627</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4,212,189</b>	<b>-</b>	<b>-</b>
<b>EXPENDITURES</b>									
Salaries	146,914	9,667					1,206,581		
Staff Benefits	123,243	3,562					1,241,805		
General Expense	4,308	351					304,659		
Printing							8,000		
Telecommunications	3,339	37					34,376		
Postage	345						3,645		
Insurance							1,800		
Travel in State							1,900		
Travel Out of State							-		
Training							1,300		
Security	578	3					3,481		
Facilities Operations			-				3,100		
Utilities							18,000		
Contracted Services	1,730	107,769					809,499		
Consulting and Professional Services - County Provided	147,410	2,575					157,385		
Information Technology (IT)	23,191	896					224,087		
Major Equipment							44,000		
Other Items of Expense							1,400		
Juror Costs							1,500		
Other							2,500		
Debt Service							-		
Court Construction							-		
Distributed Administration & Allocation							-		
Prior Year Expense Adjustment			11,721				11,721		
<b>TOTAL EXPENDITURES</b>	<b>451,058</b>	<b>124,860</b>	<b>11,721</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4,080,739</b>	<b>-</b>	<b>-</b>
Operating Transfers In (Out)							-		
<b>Fund Balance (Deficit)</b>									
<b>Beginning Balance (Deficit)</b>	<b>168,324</b>	<b>-</b>	<b>11,721</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>824,562</b>	<b>681,892</b>	<b>264,353</b>
<b>Ending Balance (Deficit)</b>	<b>264,353</b>	<b>9,767</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>956,012</b>	<b>681,892</b>	<b>264,353</b>



## Current detailed budget projection

	FUNDS						Select Fiscal Year		
Description	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant
<b>REVENUES</b>									
State Financing Sources						-			
Grants						-			
Other Financing Sources						-			
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>									
Salaries						-			
Staff Benefits						-			
General Expense						-			
Printing						-			
Telecommunications						-			
Postage						-			
Insurance						-			
Travel in State						-			
Travel Out of State						-			
Training						-			
Security						-			
Facilities Operations						-			
Utilities						-			
Contracted Services						-			
Consulting and Professional Services - County Provided						-			
Information Technology (IT)						-			
Major Equipment						-			
Other Items of Expense						-			
Juror Costs						-			
Other						-			
Debt Service						-			
Court Construction						-			
Distributed Administration & Allocation						-			
Prior Year Expense Adjustment						-			
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)						-			
<b>Fund Balance (Deficit)</b>									
<b>Beginning Balance (Deficit)</b>	9,767	-	-	-	-	956,012	681,892	264,353	9,767
<b>Ending Balance (Deficit)</b>	9,767	-	-	-	-	956,012	681,892	264,353	9,767

## Current detailed budget projection

	FUNDS					Select Fiscal Year	▼	FUNDS	
Description	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects
<b>REVENUES</b>									
State Financing Sources					-				
Grants					-				
Other Financing Sources					-				
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>									
Salaries					-				
Staff Benefits					-				
General Expense					-				
Printing					-				
Telecommunications					-				
Postage					-				
Insurance					-				
Travel in State					-				
Travel Out of State					-				
Training					-				
Security					-				
Facilities Operations					-				
Utilities					-				
Contracted Services					-				
Consulting and Professional Services - County Provided					-				
Information Technology (IT)					-				
Major Equipment					-				
Other Items of Expense					-				
Juror Costs					-				
Other					-				
Debt Service					-				
Court Construction					-				
Distributed Administration & Allocation					-				
Prior Year Expense Adjustment					-				
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)					-				
<b>Fund Balance (Deficit)</b>									
<b>Beginning Balance (Deficit)</b>	-	-	-	-	956,012	681,892	264,353	9,767	-
<b>Ending Balance (Deficit)</b>	-	-	-	-	956,012	681,892	264,353	9,767	-

## Current detailed budget projection

					Select Fiscal Year	▼	FUNDS		
Description	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service
<b>REVENUES</b>									
State Financing Sources				-					
Grants				-					
Other Financing Sources				-					
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>									
Salaries				-					
Staff Benefits				-					
General Expense				-					
Printing				-					
Telecommunications				-					
Postage				-					
Insurance				-					
Travel in State				-					
Travel Out of State				-					
Training				-					
Security				-					
Facilities Operations				-					
Utilities				-					
Contracted Services				-					
Consulting and Professional Services - County Provided				-					
Information Technology (IT)				-					
Major Equipment				-					
Other Items of Expense				-					
Juror Costs				-					
Other				-					
Debt Service				-					
Court Construction				-					
Distributed Administration & Allocation				-					
Prior Year Expense Adjustment				-					
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)				-					
<b>Fund Balance (Deficit)</b>									
<b>Beginning Balance (Deficit)</b>	-	-	-	956,012	681,892	264,353	9,767	-	-
<b>Ending Balance (Deficit)</b>	-	-	-	956,012	681,892	264,353	9,767	-	-

## Current detailed budget projectior

				Select Fiscal Year	▼	FUNDS			
Description	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary
<b>REVENUES</b>									
State Financing Sources			-						
Grants			-						
Other Financing Sources			-						
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>									
Salaries			-						
Staff Benefits			-						
General Expense			-						
Printing			-						
Telecommunications			-						
Postage			-						
Insurance			-						
Travel in State			-						
Travel Out of State			-						
Training			-						
Security			-						
Facilities Operations			-						
Utilities			-						
Contracted Services			-						
Consulting and Professional Services - County Provided			-						
Information Technology (IT)			-						
Major Equipment			-						
Other Items of Expense			-						
Juror Costs			-						
Other			-						
Debt Service			-						
Court Construction			-						
Distributed Administration & Allocation			-						
Prior Year Expense Adjustment			-						
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)			-						
<b>Fund Balance (Deficit)</b>									
<b>Beginning Balance (Deficit)</b>	-	-	956,012	681,892	264,353	9,767	-	-	-
<b>Ending Balance (Deficit)</b>	-	-	956,012	681,892	264,353	9,767	-	-	-

## Current detailed budget projection

			Select Fiscal Year	▼	FUNDS				
Description	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary
<b>REVENUES</b>									
State Financing Sources		-							
Grants		-							
Other Financing Sources		-							
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>									
Salaries		-							
Staff Benefits		-							
General Expense		-							
Printing		-							
Telecommunications		-							
Postage		-							
Insurance		-							
Travel in State		-							
Travel Out of State		-							
Training		-							
Security		-							
Facilities Operations		-							
Utilities		-							
Contracted Services		-							
Consulting and Professional Services - County Provided		-							
Information Technology (IT)		-							
Major Equipment		-							
Other Items of Expense		-							
Juror Costs		-							
Other		-							
Debt Service		-							
Court Construction		-							
Distributed Administration & Allocation		-							
Prior Year Expense Adjustment		-							
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)		-							
<b>Fund Balance (Deficit)</b>									
<b>Beginning Balance (Deficit)</b>	-	956,012	681,892	264,353	9,767	-	-	-	-
<b>Ending Balance (Deficit)</b>	-	956,012	681,892	264,353	9,767	-	-	-	-

## Current detailed budget projection

Description	TOTAL
<b>REVENUES</b>	
State Financing Sources	-
Grants	-
Other Financing Sources	-
<b>TOTAL REVENUES</b>	-
<b>EXPENDITURES</b>	
Salaries	-
Staff Benefits	-
General Expense	-
Printing	-
Telecommunications	-
Postage	-
Insurance	-
Travel in State	-
Travel Out of State	-
Training	-
Security	-
Facilities Operations	-
Utilities	-
Contracted Services	-
Consulting and Professional Services - County Provided	-
Information Technology (IT)	-
Major Equipment	-
Other Items of Expense	-
Juror Costs	-
Other	-
Debt Service	-
Court Construction	-
Distributed Administration & Allocation	-
Prior Year Expense Adjustment	-
<b>TOTAL EXPENDITURES</b>	-
Operating Transfers In (Out)	-
<b>Fund Balance (Deficit)</b>	
<b>Beginning Balance (Deficit)</b>	<b>956,012</b>
<b>Ending Balance (Deficit)</b>	<b>956,012</b>

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

Expenses Category		Amount
GL Account	Description	
900000	Salaries	
910000	Staff Benefits	
920001	General Expense	
924000	Printing	
925000	Telecommunications	
926000	Postage	
928000	Insurance	
929000	Travel in State	
931000	Travel Out of State	
933000	Training	
934000	Security	
935000	Facilities Operations	
936000	Utilities	
938000	Contracted Services	-
940000	Consulting and Professional Services - County Provided	
943000	Information Technology (IT)	9,999
945000	Major Equipment	
950000	Other Items of Expense	
972000	Other	
973000	Debt Service	
983000	Court Construction	
990000	Distributed Administration & Allocation	
<b>Total</b>		<b>9,999</b>

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

Description	FY 2022-23	FY 2023-24	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Total
Contribution	9,999								9,999
Expenditures		9,999							9,999
Cumulative Balance	9,999	-	-	-	-	-	-	-	-



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

Please check the type of request:

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

Glenn

**PERSON AUTHORIZING REQUEST** *(Presiding Judge or Court Executive Officer):*  
Diana Baca, CEO**CONTACT PERSON AND CONTACT INFO:** Diana Baca,  
dbaca@glenncourt.ca.gov**DATE OF SUBMISSION:**

9/19/2023

**TIME PERIOD COVERED BY THE  
REQUEST, INCLUDING CONTRIBUTION  
AND EXPENDITURE:**  
FY 2022-23 THROUGH 2023-24**REQUESTED AMOUNT:**

\$16,094.00

**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.):*

Glenn County Superior Court is nearing the completion of a courthouse renovation / addition in which we will have three courtrooms with new technology infrastructure and equipment. We have been notified by the Judicial Council that the court is responsible for the first year of maintenance on the ATT supplied equipment, after that, the Judicial Council will be paying this expense.

**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**

**Explain why the request does not fit within the court's annual operational budget process and the three-year encumbrance term.** *This was an unknown expense and has not been considered in any of the 2023-24 budget discussions. We are working to mitigate the impact of a major increase to the cost of IT support for our court for the 2023-24 fiscal year, thus we do not want to add any further costs if we can avoid it. This maintenance agreement is not an optional purchase. In addition, we are trying to conserve funds to provide for an additional custodial position due to the 60% floorplan size increase in our new courthouse.*

**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?** *This maintenance agreement will assure the continued operation and health of the new equipment being installed in our newly renovated courthouse which directly affects the service we can provide to our community.*
- 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.** *This will have to be funded from our general fund. Our IT support services have greatly increased for the FY 23-24 budget, therefore we are looking for other resources to cover costs incurred as a result of the completion of our courthouse project.*
- D. Describe the consequences to the public and access to justice if the court request is not approved.** *If our new equipment is not properly maintained, our technology could be impaired, public computers may not be usable, calendar displays may not work, etc.*
- 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 have a significant fund balance due to a lack of understanding and communication between the court and our GL lead. It would be preferable to access this fund balance rather than search for other 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
- B. Current detailed budget projections for the fiscal years the trial court would either be contributing to or receiving distributions from the TCTF fund balance held on the court's behalf
- C. Identification of all costs, by category and amount, needed to fully implement the project
- D. A specific funding and expenditure schedule identifying the amounts to be contributed and expended, by fiscal year

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

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

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

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

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

	FY 2022-23	▼	FUNDS						FY 2023-24
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General
<b>REVENUES</b>									
State Financing Sources	3,456,684	170,484						3,627,168	3,400,000
Grants			134,618					134,618	
Other Financing Sources	130,475	376,603	9	163,129				670,216	130,475
<b>TOTAL REVENUES</b>	<b>3,587,159</b>	<b>547,087</b>	<b>134,627</b>	<b>163,129</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4,432,002</b>	<b>3,530,475</b>
<b>EXPENDITURES</b>									
Salaries	999,035	146,914	9,667					1,155,616	1,050,000
Staff Benefits	1,060,152	123,243	3,562					1,186,957	1,115,000
General Expense	299,590	4,308	351					304,249	300,000
Printing	7,584							7,584	8,000
Telecommunications	30,116	3,339	37					33,492	31,000
Postage	3,231	345						3,576	3,300
Insurance	1,720							1,720	1,800
Travel in State	1,873							1,873	1,900
Travel Out of State								-	
Training	1,283							1,283	1,300
Security	2,881	578	3					3,462	2,900
Facilities Operations	3,010			140,369				143,379	3,100
Utilities	17,403							17,403	18,000
Contracted Services	683,064	1,730	107,769					792,563	700,000
Consulting and Professional Services - County Provided	7,342	147,410	2,575					157,327	7,400
Information Technology (IT)	199,497	23,191	896					223,584	200,000
Major Equipment	43,847							43,847	44,000
Other Items of Expense	1,334							1,334	1,400
Juror Costs	1,420							1,420	1,500
Other	2,485							2,485	2,500
Debt Service								-	
Court Construction								-	
Distributed Administration & Allocation	(74,140)	71,583	2,557					-	
Prior Year Expense Adjustment	12,142		11,123	11,039				34,304	
<b>TOTAL EXPENDITURES</b>	<b>3,304,869</b>	<b>522,641</b>	<b>138,540</b>	<b>151,408</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4,117,458</b>	<b>3,493,100</b>
Operating Transfers In (Out)	(6,284)	2,371	3,913					-	
<b>Fund Balance (Deficit)</b>									
<b>Beginning Balance (Deficit)</b>	<b>368,511</b>	<b>141,507</b>						<b>510,018</b>	<b>644,517</b>
<b>Ending Balance (Deficit)</b>	<b>644,517</b>	<b>168,324</b>	<b>-</b>	<b>11,721</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>824,562</b>	<b>681,892</b>

## Current detailed budget projection

		▼	FUNDS					Select Fiscal Year	▼
Description	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant
<b>REVENUES</b>									
State Financing Sources	170,484						3,570,484		
Grants		134,618					134,618		
Other Financing Sources	376,603	9	-				507,087		
<b>TOTAL REVENUES</b>	<b>547,087</b>	<b>134,627</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4,212,189</b>	<b>-</b>	<b>-</b>
<b>EXPENDITURES</b>									
Salaries	146,914	9,667					1,206,581		
Staff Benefits	123,243	3,562					1,241,805		
General Expense	4,308	351					304,659		
Printing							8,000		
Telecommunications	3,339	37					34,376		
Postage	345						3,645		
Insurance							1,800		
Travel in State							1,900		
Travel Out of State							-		
Training							1,300		
Security	578	3					3,481		
Facilities Operations			-				3,100		
Utilities							18,000		
Contracted Services	1,730	107,769					809,499		
Consulting and Professional Services - County Provided	147,410	2,575					157,385		
Information Technology (IT)	23,191	896					224,087		
Major Equipment							44,000		
Other Items of Expense							1,400		
Juror Costs							1,500		
Other							2,500		
Debt Service							-		
Court Construction							-		
Distributed Administration & Allocation							-		
Prior Year Expense Adjustment			11,721				11,721		
<b>TOTAL EXPENDITURES</b>	<b>451,058</b>	<b>124,860</b>	<b>11,721</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4,080,739</b>	<b>-</b>	<b>-</b>
Operating Transfers In (Out)							-		
<b>Fund Balance (Deficit)</b>									
<b>Beginning Balance (Deficit)</b>	<b>168,324</b>	<b>-</b>	<b>11,721</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>824,562</b>	<b>681,892</b>	<b>264,353</b>
<b>Ending Balance (Deficit)</b>	<b>264,353</b>	<b>9,767</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>956,012</b>	<b>681,892</b>	<b>264,353</b>

## Current detailed budget projection

	FUNDS						Select Fiscal Year		
Description	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant
<b>REVENUES</b>									
State Financing Sources						-			
Grants						-			
Other Financing Sources						-			
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>									
Salaries						-			
Staff Benefits						-			
General Expense						-			
Printing						-			
Telecommunications						-			
Postage						-			
Insurance						-			
Travel in State						-			
Travel Out of State						-			
Training						-			
Security						-			
Facilities Operations						-			
Utilities						-			
Contracted Services						-			
Consulting and Professional Services - County Provided						-			
Information Technology (IT)						-			
Major Equipment						-			
Other Items of Expense						-			
Juror Costs						-			
Other						-			
Debt Service						-			
Court Construction						-			
Distributed Administration & Allocation						-			
Prior Year Expense Adjustment						-			
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)						-			
<b>Fund Balance (Deficit)</b>									
<b>Beginning Balance (Deficit)</b>	9,767	-	-	-	-	956,012	681,892	264,353	9,767
<b>Ending Balance (Deficit)</b>	9,767	-	-	-	-	956,012	681,892	264,353	9,767

## Current detailed budget projection

	FUNDS					Select Fiscal Year	▼	FUNDS	
Description	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects
<b>REVENUES</b>									
State Financing Sources					-				
Grants					-				
Other Financing Sources					-				
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>									
Salaries					-				
Staff Benefits					-				
General Expense					-				
Printing					-				
Telecommunications					-				
Postage					-				
Insurance					-				
Travel in State					-				
Travel Out of State					-				
Training					-				
Security					-				
Facilities Operations					-				
Utilities					-				
Contracted Services					-				
Consulting and Professional Services - County Provided					-				
Information Technology (IT)					-				
Major Equipment					-				
Other Items of Expense					-				
Juror Costs					-				
Other					-				
Debt Service					-				
Court Construction					-				
Distributed Administration & Allocation					-				
Prior Year Expense Adjustment					-				
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)					-				
<b>Fund Balance (Deficit)</b>									
<b>Beginning Balance (Deficit)</b>	-	-	-	-	956,012	681,892	264,353	9,767	-
<b>Ending Balance (Deficit)</b>	-	-	-	-	956,012	681,892	264,353	9,767	-



## Current detailed budget projection

					Select Fiscal Year	▼	FUNDS		
Description	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service
<b>REVENUES</b>									
State Financing Sources				-					
Grants				-					
Other Financing Sources				-					
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>									
Salaries				-					
Staff Benefits				-					
General Expense				-					
Printing				-					
Telecommunications				-					
Postage				-					
Insurance				-					
Travel in State				-					
Travel Out of State				-					
Training				-					
Security				-					
Facilities Operations				-					
Utilities				-					
Contracted Services				-					
Consulting and Professional Services - County Provided				-					
Information Technology (IT)				-					
Major Equipment				-					
Other Items of Expense				-					
Juror Costs				-					
Other				-					
Debt Service				-					
Court Construction				-					
Distributed Administration & Allocation				-					
Prior Year Expense Adjustment				-					
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)				-					
<b>Fund Balance (Deficit)</b>									
<b>Beginning Balance (Deficit)</b>	-	-	-	956,012	681,892	264,353	9,767	-	-
<b>Ending Balance (Deficit)</b>	-	-	-	956,012	681,892	264,353	9,767	-	-

## Current detailed budget projectior

				Select Fiscal Year	▼	FUNDS			
Description	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary
<b>REVENUES</b>									
State Financing Sources			-						
Grants			-						
Other Financing Sources			-						
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>									
Salaries			-						
Staff Benefits			-						
General Expense			-						
Printing			-						
Telecommunications			-						
Postage			-						
Insurance			-						
Travel in State			-						
Travel Out of State			-						
Training			-						
Security			-						
Facilities Operations			-						
Utilities			-						
Contracted Services			-						
Consulting and Professional Services - County Provided			-						
Information Technology (IT)			-						
Major Equipment			-						
Other Items of Expense			-						
Juror Costs			-						
Other			-						
Debt Service			-						
Court Construction			-						
Distributed Administration & Allocation			-						
Prior Year Expense Adjustment			-						
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)			-						
<b>Fund Balance (Deficit)</b>									
<b>Beginning Balance (Deficit)</b>	-	-	956,012	681,892	264,353	9,767	-	-	-
<b>Ending Balance (Deficit)</b>	-	-	956,012	681,892	264,353	9,767	-	-	-

## Current detailed budget projection

			Select Fiscal Year	▼	FUNDS				
Description	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary
<b>REVENUES</b>									
State Financing Sources		-							
Grants		-							
Other Financing Sources		-							
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>									
Salaries		-							
Staff Benefits		-							
General Expense		-							
Printing		-							
Telecommunications		-							
Postage		-							
Insurance		-							
Travel in State		-							
Travel Out of State		-							
Training		-							
Security		-							
Facilities Operations		-							
Utilities		-							
Contracted Services		-							
Consulting and Professional Services - County Provided		-							
Information Technology (IT)		-							
Major Equipment		-							
Other Items of Expense		-							
Juror Costs		-							
Other		-							
Debt Service		-							
Court Construction		-							
Distributed Administration & Allocation		-							
Prior Year Expense Adjustment		-							
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)		-							
<b>Fund Balance (Deficit)</b>									
<b>Beginning Balance (Deficit)</b>	-	956,012	681,892	264,353	9,767	-	-	-	-
<b>Ending Balance (Deficit)</b>	-	956,012	681,892	264,353	9,767	-	-	-	-

## Current detailed budget projection

Description	TOTAL
<b>REVENUES</b>	
State Financing Sources	-
Grants	-
Other Financing Sources	-
<b>TOTAL REVENUES</b>	-
<b>EXPENDITURES</b>	
Salaries	-
Staff Benefits	-
General Expense	-
Printing	-
Telecommunications	-
Postage	-
Insurance	-
Travel in State	-
Travel Out of State	-
Training	-
Security	-
Facilities Operations	-
Utilities	-
Contracted Services	-
Consulting and Professional Services - County Provided	-
Information Technology (IT)	-
Major Equipment	-
Other Items of Expense	-
Juror Costs	-
Other	-
Debt Service	-
Court Construction	-
Distributed Administration & Allocation	-
Prior Year Expense Adjustment	-
<b>TOTAL EXPENDITURES</b>	-
Operating Transfers In (Out)	-
<b>Fund Balance (Deficit)</b>	
<b>Beginning Balance (Deficit)</b>	<b>956,012</b>
<b>Ending Balance (Deficit)</b>	<b>956,012</b>

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

Expenses Category		Amount
GL Account	Description	
900000	Salaries	
910000	Staff Benefits	
920001	General Expense	
924000	Printing	
925000	Telecommunications	
926000	Postage	
928000	Insurance	
929000	Travel in State	
931000	Travel Out of State	
933000	Training	
934000	Security	
935000	Facilities Operations	
936000	Utilities	
938000	Contracted Services	16,094
940000	Consulting and Professional Services - County Provided	
943000	Information Technology (IT)	
945000	Major Equipment	
950000	Other Items of Expense	
972000	Other	
973000	Debt Service	
983000	Court Construction	
990000	Distributed Administration & Allocation	
<b>Total</b>		<b>16,094</b>

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

Description	FY 2022-23	FY 2023-24	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Total
Contribution	16,094								16,094
Expenditures		16,094							16,094
Cumulative Balance	16,094	-	-	-	-	-	-	-	-

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

Please check the type of request:

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

Glenn

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

Diana Baca

**CONTACT PERSON AND CONTACT INFO:**Diana Baca, [dbaca@glenncourt.ca.gov](mailto:dbaca@glenncourt.ca.gov), 530-934-1940**DATE OF SUBMISSION:**

9/20/2023

**TIME PERIOD COVERED BY THE  
REQUEST, INCLUDING CONTRIBUTION  
AND EXPENDITURE:**  
2022-23 THROUGH 2023-24
**REQUESTED AMOUNT:**

\$40,000.00

**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.):

We are requesting to use our Court fund balance to purchase a new court car. We currently have a 2007 Toyota Highlander Hybrid with 113,000 miles on it. We do not have a quote for a new car yet. We do not plan to spend more than \$40,000.

**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.** For 2023-24, we are experiencing a large increase in IT support costs, in addition to planning for an increase in our custodial staff using our 2023-24 budget allocation. Allowing us to use our 2022-23 fund balance reduces the pressure the 2023-24 general fund allocation.

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

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

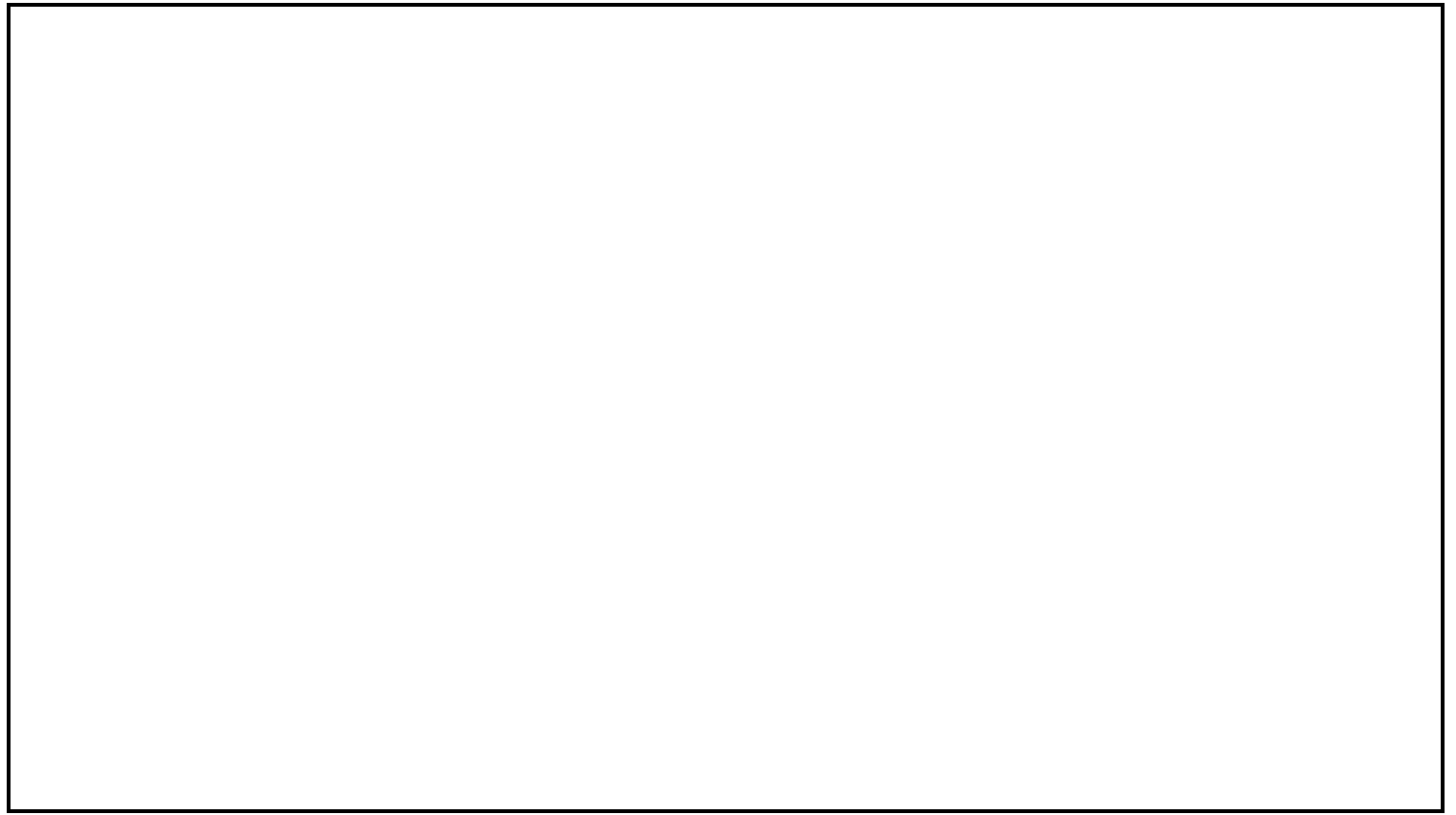
- B. How will the request enhance the efficiency and/or effectiveness of court operations, and/or increase the availability of court services and programs?**  
On occasion, we have visiting judges who need transportation. In addition, we send our staff to off-site trainings. Although our 16 year old hybrid still runs, we are concerned about leaving staff or judges stranded.
- 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 request is not approved, the court will continue using the existing car.
- E. Describe the consequences to the public and access to justice if the court request is not approved.** Safe and dependable transportation offered to our staff and visiting judges assures that we can offer a well-trained staff and reduce attendance issues for our judges.
- F. What alternatives has the court identified if the request is not approved, and why is holding funding in the TCTF the preferred alternative?** The court would not purchase a new car. The court has a significant fund balance due to a lack of understanding and communication between the court and our GL lead. It would be preferable to access this fund balance.

**SECTION IV: FINANCIAL INFORMATION**

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

- A. Three-year history of year-end fund balances, revenues, and expenditures**
- B. Current detailed budget projections for the fiscal years the trial court would either be contributing to or receiving distributions from the TCTF fund balance held on the court's behalf**
- C. Identification of all costs, by category and amount, needed to fully implement the project**
- D. A specific funding and expenditure schedule identifying the amounts to be contributed and expended, by fiscal year**





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

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

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

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

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

	FY 2022-23	▼	FUNDS						FY 2023-24
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General
<b>REVENUES</b>									
State Financing Sources	3,456,684	170,484						3,627,168	3,400,000
Grants			134,618					134,618	
Other Financing Sources	130,475	376,603	9	163,129				670,216	130,475
<b>TOTAL REVENUES</b>	<b>3,587,159</b>	<b>547,087</b>	<b>134,627</b>	<b>163,129</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4,432,002</b>	<b>3,530,475</b>
<b>EXPENDITURES</b>									
Salaries	999,035	146,914	9,667					1,155,616	1,050,000
Staff Benefits	1,060,152	123,243	3,562					1,186,957	1,115,000
General Expense	299,590	4,308	351					304,249	300,000
Printing	7,584							7,584	8,000
Telecommunications	30,116	3,339	37					33,492	31,000
Postage	3,231	345						3,576	3,300
Insurance	1,720							1,720	1,800
Travel in State	1,873							1,873	1,900
Travel Out of State								-	
Training	1,283							1,283	1,300
Security	2,881	578	3					3,462	2,900
Facilities Operations	3,010			140,369				143,379	3,100
Utilities	17,403							17,403	18,000
Contracted Services	683,064	1,730	107,769					792,563	700,000
Consulting and Professional Services - County Provided	7,342	147,410	2,575					157,327	7,400
Information Technology (IT)	199,497	23,191	896					223,584	200,000
Major Equipment	43,847							43,847	44,000
Other Items of Expense	1,334							1,334	1,400
Juror Costs	1,420							1,420	1,500
Other	2,485							2,485	2,500
Debt Service								-	
Court Construction								-	
Distributed Administration & Allocation	(74,140)	71,583	2,557					-	
Prior Year Expense Adjustment	12,142		11,123	11,039				34,304	
<b>TOTAL EXPENDITURES</b>	<b>3,304,869</b>	<b>522,641</b>	<b>138,540</b>	<b>151,408</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4,117,458</b>	<b>3,493,100</b>
Operating Transfers In (Out)	(6,284)	2,371	3,913					-	
<b>Fund Balance (Deficit)</b>									
<b>Beginning Balance (Deficit)</b>	<b>368,511</b>	<b>141,507</b>						<b>510,018</b>	<b>644,517</b>
<b>Ending Balance (Deficit)</b>	<b>644,517</b>	<b>168,324</b>	<b>-</b>	<b>11,721</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>824,562</b>	<b>681,892</b>

## Current detailed budget projection

		▼	FUNDS					Select Fiscal Year	▼
Description	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant
<b>REVENUES</b>									
State Financing Sources	170,484						3,570,484		
Grants		134,618					134,618		
Other Financing Sources	376,603	9	-				507,087		
<b>TOTAL REVENUES</b>	<b>547,087</b>	<b>134,627</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4,212,189</b>	<b>-</b>	<b>-</b>
<b>EXPENDITURES</b>									
Salaries	146,914	9,667					1,206,581		
Staff Benefits	123,243	3,562					1,241,805		
General Expense	4,308	351					304,659		
Printing							8,000		
Telecommunications	3,339	37					34,376		
Postage	345						3,645		
Insurance							1,800		
Travel in State							1,900		
Travel Out of State							-		
Training							1,300		
Security	578	3					3,481		
Facilities Operations			-				3,100		
Utilities							18,000		
Contracted Services	1,730	107,769					809,499		
Consulting and Professional Services - County Provided	147,410	2,575					157,385		
Information Technology (IT)	23,191	896					224,087		
Major Equipment							44,000		
Other Items of Expense							1,400		
Juror Costs							1,500		
Other							2,500		
Debt Service							-		
Court Construction							-		
Distributed Administration & Allocation							-		
Prior Year Expense Adjustment			11,721				11,721		
<b>TOTAL EXPENDITURES</b>	<b>451,058</b>	<b>124,860</b>	<b>11,721</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4,080,739</b>	<b>-</b>	<b>-</b>
Operating Transfers In (Out)							-		
<b>Fund Balance (Deficit)</b>									
<b>Beginning Balance (Deficit)</b>	<b>168,324</b>	<b>-</b>	<b>11,721</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>824,562</b>	<b>681,892</b>	<b>264,353</b>
<b>Ending Balance (Deficit)</b>	<b>264,353</b>	<b>9,767</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>956,012</b>	<b>681,892</b>	<b>264,353</b>

## Current detailed budget projection

	FUNDS						Select Fiscal Year		
Description	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant
<b>REVENUES</b>									
State Financing Sources						-			
Grants						-			
Other Financing Sources						-			
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>									
Salaries						-			
Staff Benefits						-			
General Expense						-			
Printing						-			
Telecommunications						-			
Postage						-			
Insurance						-			
Travel in State						-			
Travel Out of State						-			
Training						-			
Security						-			
Facilities Operations						-			
Utilities						-			
Contracted Services						-			
Consulting and Professional Services - County Provided						-			
Information Technology (IT)						-			
Major Equipment						-			
Other Items of Expense						-			
Juror Costs						-			
Other						-			
Debt Service						-			
Court Construction						-			
Distributed Administration & Allocation						-			
Prior Year Expense Adjustment						-			
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)						-			
<b>Fund Balance (Deficit)</b>									
<b>Beginning Balance (Deficit)</b>	9,767	-	-	-	-	956,012	681,892	264,353	9,767
<b>Ending Balance (Deficit)</b>	9,767	-	-	-	-	956,012	681,892	264,353	9,767

## Current detailed budget projection

	FUNDS					Select Fiscal Year	▼	FUNDS	
Description	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects
<b>REVENUES</b>									
State Financing Sources					-				
Grants					-				
Other Financing Sources					-				
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>									
Salaries					-				
Staff Benefits					-				
General Expense					-				
Printing					-				
Telecommunications					-				
Postage					-				
Insurance					-				
Travel in State					-				
Travel Out of State					-				
Training					-				
Security					-				
Facilities Operations					-				
Utilities					-				
Contracted Services					-				
Consulting and Professional Services - County Provided					-				
Information Technology (IT)					-				
Major Equipment					-				
Other Items of Expense					-				
Juror Costs					-				
Other					-				
Debt Service					-				
Court Construction					-				
Distributed Administration & Allocation					-				
Prior Year Expense Adjustment					-				
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)					-				
<b>Fund Balance (Deficit)</b>									
<b>Beginning Balance (Deficit)</b>	-	-	-	-	956,012	681,892	264,353	9,767	-
<b>Ending Balance (Deficit)</b>	-	-	-	-	956,012	681,892	264,353	9,767	-

## Current detailed budget projection

					Select Fiscal Year	▼	FUNDS		
Description	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service
<b>REVENUES</b>									
State Financing Sources				-					
Grants				-					
Other Financing Sources				-					
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>									
Salaries				-					
Staff Benefits				-					
General Expense				-					
Printing				-					
Telecommunications				-					
Postage				-					
Insurance				-					
Travel in State				-					
Travel Out of State				-					
Training				-					
Security				-					
Facilities Operations				-					
Utilities				-					
Contracted Services				-					
Consulting and Professional Services - County Provided				-					
Information Technology (IT)				-					
Major Equipment				-					
Other Items of Expense				-					
Juror Costs				-					
Other				-					
Debt Service				-					
Court Construction				-					
Distributed Administration & Allocation				-					
Prior Year Expense Adjustment				-					
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)				-					
<b>Fund Balance (Deficit)</b>									
<b>Beginning Balance (Deficit)</b>	-	-	-	956,012	681,892	264,353	9,767	-	-
<b>Ending Balance (Deficit)</b>	-	-	-	956,012	681,892	264,353	9,767	-	-

## Current detailed budget projectior

				Select Fiscal Year	▼	FUNDS			
Description	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary
<b>REVENUES</b>									
State Financing Sources			-						
Grants			-						
Other Financing Sources			-						
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>									
Salaries			-						
Staff Benefits			-						
General Expense			-						
Printing			-						
Telecommunications			-						
Postage			-						
Insurance			-						
Travel in State			-						
Travel Out of State			-						
Training			-						
Security			-						
Facilities Operations			-						
Utilities			-						
Contracted Services			-						
Consulting and Professional Services - County Provided			-						
Information Technology (IT)			-						
Major Equipment			-						
Other Items of Expense			-						
Juror Costs			-						
Other			-						
Debt Service			-						
Court Construction			-						
Distributed Administration & Allocation			-						
Prior Year Expense Adjustment			-						
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)			-						
<b>Fund Balance (Deficit)</b>									
<b>Beginning Balance (Deficit)</b>	-	-	956,012	681,892	264,353	9,767	-	-	-
<b>Ending Balance (Deficit)</b>	-	-	956,012	681,892	264,353	9,767	-	-	-



## Current detailed budget projection

			Select Fiscal Year	▼	FUNDS				
Description	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary
<b>REVENUES</b>									
State Financing Sources		-							
Grants		-							
Other Financing Sources		-							
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>									
Salaries		-							
Staff Benefits		-							
General Expense		-							
Printing		-							
Telecommunications		-							
Postage		-							
Insurance		-							
Travel in State		-							
Travel Out of State		-							
Training		-							
Security		-							
Facilities Operations		-							
Utilities		-							
Contracted Services		-							
Consulting and Professional Services - County Provided		-							
Information Technology (IT)		-							
Major Equipment		-							
Other Items of Expense		-							
Juror Costs		-							
Other		-							
Debt Service		-							
Court Construction		-							
Distributed Administration & Allocation		-							
Prior Year Expense Adjustment		-							
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)		-							
<b>Fund Balance (Deficit)</b>									
<b>Beginning Balance (Deficit)</b>	-	956,012	681,892	264,353	9,767	-	-	-	-
<b>Ending Balance (Deficit)</b>	-	956,012	681,892	264,353	9,767	-	-	-	-

## Current detailed budget projection

Description	TOTAL
<b>REVENUES</b>	
State Financing Sources	-
Grants	-
Other Financing Sources	-
<b>TOTAL REVENUES</b>	-
<b>EXPENDITURES</b>	
Salaries	-
Staff Benefits	-
General Expense	-
Printing	-
Telecommunications	-
Postage	-
Insurance	-
Travel in State	-
Travel Out of State	-
Training	-
Security	-
Facilities Operations	-
Utilities	-
Contracted Services	-
Consulting and Professional Services - County Provided	-
Information Technology (IT)	-
Major Equipment	-
Other Items of Expense	-
Juror Costs	-
Other	-
Debt Service	-
Court Construction	-
Distributed Administration & Allocation	-
Prior Year Expense Adjustment	-
<b>TOTAL EXPENDITURES</b>	-
Operating Transfers In (Out)	-
<b>Fund Balance (Deficit)</b>	
<b>Beginning Balance (Deficit)</b>	<b>956,012</b>
<b>Ending Balance (Deficit)</b>	<b>956,012</b>


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

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

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

Description	FY 2022-23 ▼	FY 2023-24 ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Total
Contribution	40,000								40,000
Expenditures		40,000							40,000
Cumulative Balance	40,000	-	-	-	-	-	-	-	-

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

Please check the type of request:  <input checked="checked" type="checkbox"/> <b>NEW REQUEST</b> <i>(Complete Section I, III, and IV only.)</i>  <input type="checkbox"/> <b>AMENDED REQUEST</b> <i>(Complete Sections I through IV.)</i>		
<b>SECTION I: GENERAL INFORMATION</b>		
<b>SUPERIOR COURT:</b> Kings	<b>PERSON AUTHORIZING REQUEST</b> <i>(Presiding Judge or Court Executive Officer):</i> Nocona Soboleski, CEO  <b>CONTACT PERSON AND CONTACT INFO:</b> <a href="mailto:nsoboleski@kings.courts.ca.gov">nsoboleski@kings.courts.ca.gov</a>	
<b>DATE OF SUBMISSION:</b> 09/13/2023	<b>TIME PERIOD COVERED BY THE REQUEST, INCLUDING CONTRIBUTION AND EXPENDITURE: 3 YEARS</b> <b>FY23/24 THRU FY25/26</b>	<b>REQUESTED AMOUNT:</b> <b>\$1,166,786</b>
<b>REASON FOR REQUEST</b> <i>(Please briefly summarize the purpose for this request, including a brief description of the project/proposal. Use attachments if additional space is needed.):</i>  <p>The Judicial Council of California acknowledged a judicial officer allocation is pending for Kings County however, it is unknown when that appointment will occur. Additionally, the Judicial Council of California advised this Court that they would assume architectural and construction costs related to the completion of Department 11's Courtroom, joint holding cells and associated operational and Court staff workspaces.</p> <p>The Court is requesting the Judicial Council of California hold TCTF funds on the Court's behalf, in the sum of \$1,166,786, for the concurrent architectural and construction activities related to the completion of Department 12's Courtroom and associated operational and Court staff workspaces.</p> <p>The decision to move forward with the proposed Department 12 Courtroom project is to achieve the full results of what the initial construction plans reflected for the King's County Hanford Courthouse, before project cost reductions were applied in 2012 as a requirement of SB 1407. The loss of use of Department 11 and 12 Courtrooms and surrounding spaces has continued to have an impact on the maximum available services the Court expected to provide to the Kings County citizenry since taking occupancy in February 2016. The Court continues to struggle with coordinating cases and finding operational space available. Department 11 and 12 Courtrooms are needed now more than ever to provide adequate levels of service to the public.</p>		
<b>SECTION II: AMENDED REQUEST CHANGES</b>		
<p><b>A. Identify sections and answers amended.</b></p> <p><b>B. Provide a summary of the changes to the request.</b></p>		
<b>SECTION III: TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE</b>		
<p><b>A. Explain why the request does not fit within the Court's annual operational budget process and the three-year encumbrance term.</b></p> <p>This project will be completed in conjunction with the Judicial Council Facilities group. The planning and project completion will take at least three 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.</p>		

**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 deems this request urgent. Court matters continue to increase in terms of number, and complexity of cases and litigants. With three state prisons in Kings County, prison-related cases continue to be a driving force of calendar management. Three of the existing ten Courtroom departments do not have jury deliberation rooms. With the increasingly larger number of prison cases, many are co-defendant cases and those tend to go to trial. The Judges in Kings County hear all case types depending on the needs of the day and having additional Courtrooms with jury deliberation rooms would help in getting jury trials done in a timely manner. Additionally, this Court will continue to labor under the strain of keeping up with the spatial demands as judgeships are allocated, which leads to more litigation and new processes and programs. In that regard, the availability of additional Courtrooms [Department 12] would be a significant improvement for Court users and is in direct alignment with creating a full-service Courthouse that was initially envisioned in the Project Feasibility Study conducted in November 2009. Furthermore, the Court could manage calendared matters efficiently when more Courtrooms are available for use.

**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.**

Consequences suffered by the Court are the continued loss of use of Courtrooms and surrounding spaces necessary to maximize services the Court initially expected to provide the Kings County citizenry, since taking occupancy in February 2016. In addition to the impending appointments of two new Judicial Officers, the Court will continue to endure the struggle of coordinating cases without adequate operational space available. If appointment of judgeships is made soon for Kings, there will be no space to place them and consideration would need to be given to possibly converting [previously done at old Courthouse location] the Jury Assembly Room into a temporary Courtroom, which would impact Jury Service operations. The incomplete courtrooms of this seven-year-old Courthouse are needed now more than ever to provide and sustain adequate levels of service to the public.

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

Incomplete Courtrooms and surrounding operational spaces in the Hanford Courthouse will continue to negatively impact operations by obstructing our ability to fully provide and serve the community of Kings County, which has continued to grow in population. That growth was highlighted in the latest Judicial Needs Assessment from late 2020, indicating that Kings County now needs thirteen Judicial Officers to handle the increasing case load. An incomplete Courthouse directly affects any opportunities for enhancement and prevents the Court from improving or further developing its business-related services and functions in the interest of the public's access to justice.

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

Requesting the Judicial Council of California hold this funding in the Trial Court Trust Fund is the fiscally prudent option. Further delays to completing Department 12's Courtroom, Judicial Chambers and Clerk areas would result in significant disruption to all aspects of Department 11's Courtroom, Judicial, Clerk and Detentions operations. Construction of Department 12 requires unfettered access in, around and through Department 11, which is not operationally feasible.

#### SECTION IV: FINANCIAL INFORMATION

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

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

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 ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	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					
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			
<b>Net Revenue (Expense)</b>		-	-	-

Proposed Project				
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			
<b>Net Revenue (Expense)</b>		-	-	-

<b>Cumulative Cost Savings</b>	-	-	-
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## Prior three-year history of year-end fund balances, revenues, and expenditures

FY 2023-24 ▼	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
<b>Beginning Balance</b>	<b>1,572,420</b>	<b>427,084</b>	-					<b>1,999,504</b>
Revenues	13,988,814	584,183	344,831					<b>14,917,828</b>
Expenditures	13,023,494	518,921	353,176					<b>13,895,591</b>
Operating Transfers In (Out)	(18,859)	10,514	8,345					-
<b>Ending Fund Balance</b>	<b>2,518,881</b>	<b>502,860</b>	-	-	-	-	-	<b>3,021,741</b>

FY 2021-22 ▼	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
<b>Beginning Balance</b>	<b>933,576</b>	<b>385,749</b>	-					<b>1,319,325</b>
Revenues	11,780,700	1,263,898	380,638					<b>13,425,236</b>
Expenditures	11,105,535	1,230,379	409,144					<b>12,745,058</b>
Operating Transfers In (Out)	(36,321)	7,815	28,506					-
<b>Ending Fund Balance</b>	<b>1,572,420</b>	<b>427,083</b>	-	-	-	-	-	<b>1,999,503</b>

FY 2020-21 ▼	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
<b>Beginning Balance</b>	<b>2,003,885</b>	<b>367,945</b>	-					<b>2,371,830</b>
Revenues	9,173,595	923,656	427,182					<b>10,524,433</b>
Expenditures	10,176,120	913,728	487,087					<b>11,576,935</b>
Operating Transfers In (Out)	(67,784)	7,879	59,905					-
<b>Ending Fund Balance</b>	<b>933,576</b>	<b>385,752</b>	-	-	-	-	-	<b>1,319,328</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 cc

	FY 2024-25		FUNDS					
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
<b>REVENUES</b>								
State Financing Sources	14,008,610	378,369	-					14,386,979
Grants	-	-	362,073					362,073
Other Financing Sources	140,635	52,903	-					193,538
<b>TOTAL REVENUES</b>	<b>14,149,245</b>	<b>431,272</b>	<b>362,073</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>14,942,590</b>
<b>EXPENDITURES</b>								
Salaries	6,335,853	52,065	165,950					6,553,868
Staff Benefits	2,576,350	10,687	62,495					2,649,532
General Expense	310,536	-	48,325					358,861
Printing	11,013	-	-					11,013
Telecommunications	47,494	-	1,536					49,030
Postage	47,165	-	-					47,165
Insurance	13,387	-	-					13,387
Travel in State	19,888	-	5,000					24,888
Travel Out of State	-	-	-					-
Training	8,640	-	1,500					10,140
Security	226,068	-	9,030					235,098
Facilities Operations	191,048	-	9,926					200,974
Utilities	-	-	-					-
Contracted Services	2,164,122	460,956	32,273					2,657,351
Consulting and Professional Services - County Provided	62,096	-	-					62,096
Information Technology (IT)	500,000	16,190	-					516,190
Major Equipment	-	-	-					-
Other Items of Expense	1,000	-	-					1,000
Juror Costs	24,895	-	-					24,895
Other	-	-	-					-
Debt Service	-	-	-					-
Court Construction	1,166,786	-	-					1,166,786
Distributed Administration & Allocation	-	-	-					-
Prior Year Expense Adjustment	36,578	-	-					36,578
<b>TOTAL EXPENDITURES</b>	<b>13,742,919</b>	<b>539,898</b>	<b>336,035</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>14,618,852</b>
Operating Transfers In (Out)	(19,802)	11,040	8,762					-
<b>Fund Balance (Deficit)</b>								
<b>Beginning Balance (Deficit)</b>	<b>400,000</b>	<b>59,886</b>	<b>-</b>					<b>459,886</b>
<b>Ending Balance (Deficit)</b>	<b>786,524</b>	<b>(37,700)</b>	<b>34,800</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>783,624</b>

## 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
<b>REVENUES</b>								
State Financing Sources								-
Grants								-
Other Financing Sources								-
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - County Provided								-
Information Technology (IT)								-
Major Equipment								-
Other Items of Expense								-
Juror Costs								-
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
<b>Fund Balance (Deficit)</b>								
<b>Beginning Balance (Deficit)</b>	786,524	(37,700)	34,800	-	-	-	-	783,624
<b>Ending Balance (Deficit)</b>	786,524	(37,700)	34,800	-	-	-	-	783,624

## Current detailed budget projection:

	Select Fiscal Year ▼	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
<b>REVENUES</b>								
State Financing Sources								-
Grants								-
Other Financing Sources								-
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - County Provided								-
Information Technology (IT)								-
Major Equipment								-
Other Items of Expense								-
Juror Costs								-
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
<b>Fund Balance (Deficit)</b>								
<b>Beginning Balance (Deficit)</b>	786,524	(37,700)	34,800	-	-	-	-	783,624
<b>Ending Balance (Deficit)</b>	786,524	(37,700)	34,800	-	-	-	-	783,624

## Current detailed budget projection:

	Select Fiscal Year ▼	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
<b>REVENUES</b>								
State Financing Sources								-
Grants								-
Other Financing Sources								-
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - County Provided								-
Information Technology (IT)								-
Major Equipment								-
Other Items of Expense								-
Juror Costs								-
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
<b>Fund Balance (Deficit)</b>								
<b>Beginning Balance (Deficit)</b>	786,524	(37,700)	34,800	-	-	-	-	783,624
<b>Ending Balance (Deficit)</b>	786,524	(37,700)	34,800	-	-	-	-	783,624

## Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
<b>REVENUES</b>								
State Financing Sources								-
Grants								-
Other Financing Sources								-
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - County Provided								-
Information Technology (IT)								-
Major Equipment								-
Other Items of Expense								-
Juror Costs								-
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
<b>Fund Balance (Deficit)</b>								
<b>Beginning Balance (Deficit)</b>	786,524	(37,700)	34,800	-	-	-	-	783,624
<b>Ending Balance (Deficit)</b>	786,524	(37,700)	34,800	-	-	-	-	783,624

## Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
<b>REVENUES</b>								
State Financing Sources								-
Grants								-
Other Financing Sources								-
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - County Provided								-
Information Technology (IT)								-
Major Equipment								-
Other Items of Expense								-
Juror Costs								-
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
<b>Fund Balance (Deficit)</b>								
<b>Beginning Balance (Deficit)</b>	786,524	(37,700)	34,800	-	-	-	-	783,624
<b>Ending Balance (Deficit)</b>	786,524	(37,700)	34,800	-	-	-	-	783,624



## Current detailed budget projection:

	Select Fiscal Year ▼	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
<b>REVENUES</b>								
State Financing Sources								-
Grants								-
Other Financing Sources								-
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - County Provided								-
Information Technology (IT)								-
Major Equipment								-
Other Items of Expense								-
Juror Costs								-
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
<b>Fund Balance (Deficit)</b>								
<b>Beginning Balance (Deficit)</b>	786,524	(37,700)	34,800	-	-	-	-	783,624
<b>Ending Balance (Deficit)</b>	786,524	(37,700)	34,800	-	-	-	-	783,624

## Current detailed budget projection:

	Select Fiscal Year ▼	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
<b>REVENUES</b>								
State Financing Sources								-
Grants								-
Other Financing Sources								-
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - County Provided								-
Information Technology (IT)								-
Major Equipment								-
Other Items of Expense								-
Juror Costs								-
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
<b>Fund Balance (Deficit)</b>								
<b>Beginning Balance (Deficit)</b>	786,524	(37,700)	34,800	-	-	-	-	783,624
<b>Ending Balance (Deficit)</b>	786,524	(37,700)	34,800	-	-	-	-	783,624

## 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	1,166,786
990000	Distributed Administration & Allocation	
<b>Total</b>		<b>1,166,786</b>

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

Description	FY 2022-23 ▼	FY 2023-24 ▼	FY 2024-25 ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Total
Contribution	1,166,786								1,166,786
Expenditures		-	1,166,786						1,166,786
Cumulative Balance	1,166,786	1,166,786	-	-	-	-	-	-	-

## 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:**

Napa

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

Robert E. Fleshman

**CONTACT PERSON AND CONTACT INFO:**

Kevin Zeigler

**DATE OF SUBMISSION:**

9/19/2023

**TIME PERIOD COVERED BY THE REQUEST, INCLUDING CONTRIBUTION AND EXPENDITURE:**  
**2022-23 THROUGH 2023-24****REQUESTED AMOUNT:****\$76,361 IN 2022-23 FUND YEAR****REASON FOR REQUEST** *(Please briefly summarize the purpose for this request, including a brief description of the project/proposal. Use attachments if additional space is needed.):*

Request to use 2022/23 funds for a redesignation of courthouse space, for expense in 2023-24. The project was contingent on another project that was delayed into 2023/24.

We recently combined the services of our Self-Help Center and our Mediation Unit. The two groups are now co-located into one space for better continuity of services. As part of this move, we have increased our perimeter security services to open an entrance to the historic courthouse that was previously closed. We are also coordinating with JCC Facilities to install additional security access measures and seating appropriate for mediation participants and members of the public seeking self-help services.

The Napa Historic Courthouse (HCH) was in need of window replacements. The window project was coordinated by the JCC Facilities team. The staff moves and redesignation of space was coordinated to commence after the window work was complete. There were supply chain issues for the window project that delayed the work into the 2023/24 fiscal year.

Because the window project needed to finish before the majority of our staff moves, we could not purchase the goods and services needed for the staff moves, space redesignation, additional access into the HCH, and additional security measures at this location.

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

Funds were already designated in 2022/23 for these goods and services.

**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?**

Increased ability for court collaboration and training/development to be better prepared to provide services for the public. The area will also be used for public preparation and research areas where the public can utilize the services being offered and prepare for mediation and court hearings.

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

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

The court will need to reassess its training/education and meeting space. Given the limited space able to be utilized and secured for public use, the court does not have additional options for its needs.

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

If we cannot add the gate doors, this will lack the necessary security for court staff and the public in an area that is currently not secure. If we cannot transform the former self-help center, the court will not be able to provide a dedicated space for court meetings with justice partners and training/development space for both employees and court partners, severely limiting our ability to learn and collaborate, which will lead to providing better services 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?**

Designated 22/23 funding per plan. Small court utilizing space most efficiently and with no other alternative locations. Current year funding is expected to be fully utilized due to expected cost increases for staffing and additional security costs for courthouse entrance for new SHC location.

**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**

We expect to incur all costs and to be finished with this project in the 2023/24 fiscal year.

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

Expense Item	Cost Estimate
JCC Facilities Vendor costs for: Space planning Purchase and install of new furniture Painting	\$44,000
Vendor to disassemble, move, reassemble, and install furniture	\$9,175

<b>Purchase of IT equipment</b>	<b>\$12,400</b>
<b>Carpet cleaning</b>	<b>\$786</b>
<b>Self Help/Mediation Security access</b>	<b>\$10,000</b>
<b>TOTAL:</b>	<b>\$76,361</b>

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

We expect to incur all costs and to be finished with this project in the 2023/24 fiscal year.

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

FY 2020-21	▼	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance	325,167	840,038						1,165,205
Revenues	9,386,890	1,155,459	200,969					10,743,318
Expenditures	9,463,283	947,601	226,895					10,637,779
Operating Transfers In (Out)	(40,592)	14,666	25,926					-
Ending Fund Balance	208,182	1,062,562	-	-	-	-	-	1,270,744

FY 2021-22	▼	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance	208,182	1,062,562						1,270,744
Revenues	10,504,074	922,383	164,792					11,591,249
Expenditures	10,588,358	1,067,435	193,328					11,849,121
Operating Transfers In (Out)	(43,536)	15,000	28,536					-
Ending Fund Balance	80,362	932,510	-	-	-	-	-	1,012,872

FY 2022-23	▼	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance	80,362	932,510						1,012,872
Revenues	11,037,392	632,977	187,368					11,857,737
Expenditures	10,980,375	559,152	189,067					11,728,594
Operating Transfers In (Out)	(4,379)	2,680	1,699					-
Ending Fund Balance	133,000	1,009,015	-	-	-	-	-	1,142,015



## 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	786
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	9,175
940000	Consulting and Professional Services - County Provided	44,000
943000	Information Technology (IT)	12,400
945000	Major Equipment	
950000	Other Items of Expense	10,000
972000	Other	
973000	Debt Service	
983000	Court Construction	
990000	Distributed Administration & Allocation	
<b>Total</b>		<b>76,361</b>

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

Description	FY 2022-23	FY 2023-24	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Total
Contribution	76,361								76,361
Expenditures	-	76,361							76,361
Cumulative Balance	76,361	-	-	-	-	-	-	-	-

## 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:**

Sacramento

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

Lee Seale, Court Executive Officer

**CONTACT PERSON AND CONTACT INFO:**

Laetesia Ible, Chief Financial Officer, iblel@saccourt.ca.gov, 916-874-4965

**DATE OF SUBMISSION:**

9/22/2023

**TIME PERIOD COVERED BY THE REQUEST, INCLUDING CONTRIBUTION AND EXPENDITURE:**  
**JULY 2022-JUNE 2024**

**REQUESTED AMOUNT:****\$506,812**

**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.):*

Sacramento Superior Court is planning to execute a phased computer hardware replacement project, migrating from its older virtual desktop environment to a newer traditional desktop install base. This migration is necessary to address the increased use of remote proceedings, greater reliance on resource-intensive applications including case management systems, and interoperability issues with a growing wide array of peripherals that are not supported in the virtual world. This project will ultimately result in the replacement of over 1,000 desktops and monitors.

**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 cost to execute this project exceeds the court's regular annual desktop replacement budget. These funds will be used to augment the FY 2023-24 replacement budget in order to deploy a larger number of computers and shorten the migration timeline.

**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 computer hardware infrastructure displays ongoing issues with various peripheral components, including printers and scanners, as well as experiences resource limitations running various legacy and modern software packages. Migrating to advanced technologic architecture as part of the next replacement cycles will resolve these issues. Furthermore, this project will ensure the court's desktop computing environment remains current, both in terms of hardware and software patching. Executing regular replacement cycles ensures older equipment no longer supported by hardware and operating system vendors is replaced before a breakdown occurs, which can have a deleterious effect on court operations.

**C. If a cost efficiency, please provide cost comparison (table template provided).****D. Describe the consequences to the court's operations if the court request is not approved.**

The court will have to continue facing the long-standing limitations caused by patched infrastructure, resulting in end-users, e.g. judges and staff, suffering further equipment failures, impacting courtroom operations, which may inadvertently create obstacles to the court's ability to provide efficient service to the public. While the court's current equipment infrastructure is secure, failing to keep the hardware and operating systems current may lead to cybersecurity issues.

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

Increased equipment failures can impact the court's efficiency and result in unintended obstacles to service to the public and court participants.

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

One option is to slow the migration to match the court's annual replacement budget. This would stretch the project out over 5-6 years, thus increasing the complexity of the desktop environment due to varying hardware systems, driver profiles. Managing and maintaining a more homogenous desktop environment reduces risks as well as maintenance and support needs and ensures the hardware is uniform across the operating system levels.

## **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. B 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

## 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	7,669,681	2,224,877	-					9,894,558
Revenues	95,352,610	7,656,928	1,713,397					104,722,935
Expenditures	98,627,966	6,037,340	1,749,203					106,414,509
Operating Transfers In (Out)	1,090,065	(1,125,871)	35,806					-
Ending Fund Balance	5,484,390	2,718,594	-	-	-	-	-	8,202,984

FY 2021-22	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance	5,484,390	2,718,594	-					8,202,984
Revenues	103,816,453	6,801,028	2,224,083					112,841,564
Expenditures	96,350,611	6,121,452	2,244,044					104,716,107
Operating Transfers In (Out)	(19,961)		19,961					-
Ending Fund Balance	12,930,271	3,398,170	-	-	-	-	-	16,328,441

FY 2022-23	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance	12,930,271	3,398,170	-					16,328,441
Revenues	122,399,396	828,119	2,393,942					125,621,457
Expenditures	122,443,599	216,099	2,705,828					125,365,526
Operating Transfers In (Out)	(796,040)	-	299,445					(496,595)
Ending Fund Balance	12,090,028	4,010,190	(12,441)	-	-	-	-	16,087,777

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

	FY 2022-23	▼	FUNDS						Select Fiscal Year
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General
<b>REVENUES</b>									
State Financing Sources	122,337,187	5,918,912	-					128,256,099	
Grants	-	-	2,376,855					2,376,855	
Other Financing Sources	1,510,900	3,198,704						4,709,604	
<b>TOTAL REVENUES</b>	<b>123,848,087</b>	<b>9,117,616</b>	<b>2,376,855</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>135,342,558</b>	<b>-</b>
<b>EXPENDITURES</b>									
Salaries	63,980,642	2,339,177	1,395,733					67,715,552	
Staff Benefits	44,603,871	869,111	538,615					46,011,597	
General Expense	3,750,755	15,228	102,644					3,868,627	
Printing	288,560	3,200	-					291,760	
Telecommunications	743,900	928	-					744,828	
Postage	659,900	100	-					660,000	
Insurance	76,039	-	-					76,039	
Travel in State	234,800	15,996	32,900					283,696	
Travel Out of State	8,500	10,965	-					19,465	
Training	89,601	7,904	9,085					106,590	
Security	22,385	-	-					22,385	
Facilities Operations	2,463,442	-	-					2,463,442	
Utilities	-	-	-					-	
Contracted Services	6,022,424	4,558,150	43,761					10,624,335	
Consulting and Professional Services - County Provided	969,607	94,243	-					1,063,850	
Information Technology (IT)	6,831,483	490,576	6,510					7,328,569	
Major Equipment	750,314	103,242	-					853,556	
Other Items of Expense	54,500	-	-					54,500	
Juror Costs	604,820	106,651	-					711,471	
Other	(386,640)	139,034	247,607					1	
Debt Service								-	
Court Construction								-	
Distributed Administration & Allocation								-	
Prior Year Expense Adjustment								-	
<b>TOTAL EXPENDITURES</b>	<b>131,768,903</b>	<b>8,754,505</b>	<b>2,376,855</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>142,900,263</b>	<b>-</b>
Operating Transfers In (Out)								-	
<b>Fund Balance (Deficit)</b>									
<b>Beginning Balance (Deficit)</b>	<b>12,930,271</b>	<b>3,398,170</b>	<b>-</b>					<b>16,328,441</b>	<b>5,009,455</b>
<b>Ending Balance (Deficit)</b>	<b>5,009,455</b>	<b>3,761,281</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>8,770,736</b>	<b>5,009,455</b>

## Current detailed budget projection

		▼	FUNDS					Select Fiscal Year	▼
Description	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant
<b>REVENUES</b>									
State Financing Sources							-		
Grants							-		
Other Financing Sources							-		
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>									
Salaries							-		
Staff Benefits							-		
General Expense							-		
Printing							-		
Telecommunications							-		
Postage							-		
Insurance							-		
Travel in State							-		
Travel Out of State							-		
Training							-		
Security							-		
Facilities Operations							-		
Utilities							-		
Contracted Services							-		
Consulting and Professional Services - County Provided							-		
Information Technology (IT)							-		
Major Equipment							-		
Other Items of Expense							-		
Juror Costs							-		
Other							-		
Debt Service							-		
Court Construction							-		
Distributed Administration & Allocation							-		
Prior Year Expense Adjustment							-		
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)							-		
<b>Fund Balance (Deficit)</b>									
<b>Beginning Balance (Deficit)</b>	3,761,281	-	-	-	-	-	8,770,736	5,009,455	3,761,281
<b>Ending Balance (Deficit)</b>	3,761,281	-	-	-	-	-	8,770,736	5,009,455	3,761,281



## Current detailed budget projection

	FUNDS						Select Fiscal Year	▼	
Description	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant
<b>REVENUES</b>									
State Financing Sources						-			
Grants						-			
Other Financing Sources						-			
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>									
Salaries						-			
Staff Benefits						-			
General Expense						-			
Printing						-			
Telecommunications						-			
Postage						-			
Insurance						-			
Travel in State						-			
Travel Out of State						-			
Training						-			
Security						-			
Facilities Operations						-			
Utilities						-			
Contracted Services						-			
Consulting and Professional Services - County Provided						-			
Information Technology (IT)						-			
Major Equipment						-			
Other Items of Expense						-			
Juror Costs						-			
Other						-			
Debt Service						-			
Court Construction						-			
Distributed Administration & Allocation						-			
Prior Year Expense Adjustment						-			
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)						-			
<b>Fund Balance (Deficit)</b>									
<b>Beginning Balance (Deficit)</b>	-	-	-	-	-	8,770,736	5,009,455	3,761,281	-
<b>Ending Balance (Deficit)</b>	-	-	-	-	-	8,770,736	5,009,455	3,761,281	-

## Current detailed budget projection

	FUNDS					Select Fiscal Year	▼	FUNDS	
Description	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects
<b>REVENUES</b>									
State Financing Sources					-				
Grants					-				
Other Financing Sources					-				
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>									
Salaries					-				
Staff Benefits					-				
General Expense					-				
Printing					-				
Telecommunications					-				
Postage					-				
Insurance					-				
Travel in State					-				
Travel Out of State					-				
Training					-				
Security					-				
Facilities Operations					-				
Utilities					-				
Contracted Services					-				
Consulting and Professional Services - County Provided					-				
Information Technology (IT)					-				
Major Equipment					-				
Other Items of Expense					-				
Juror Costs					-				
Other					-				
Debt Service					-				
Court Construction					-				
Distributed Administration & Allocation					-				
Prior Year Expense Adjustment					-				
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)					-				
<b>Fund Balance (Deficit)</b>									
<b>Beginning Balance (Deficit)</b>	-	-	-	-	8,770,736	5,009,455	3,761,281	-	-
<b>Ending Balance (Deficit)</b>	-	-	-	-	8,770,736	5,009,455	3,761,281	-	-

## Current detailed budget projection

					Select Fiscal Year	▼	FUNDS		
Description	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service
<b>REVENUES</b>									
State Financing Sources				-					
Grants				-					
Other Financing Sources				-					
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>									
Salaries				-					
Staff Benefits				-					
General Expense				-					
Printing				-					
Telecommunications				-					
Postage				-					
Insurance				-					
Travel in State				-					
Travel Out of State				-					
Training				-					
Security				-					
Facilities Operations				-					
Utilities				-					
Contracted Services				-					
Consulting and Professional Services - County Provided				-					
Information Technology (IT)				-					
Major Equipment				-					
Other Items of Expense				-					
Juror Costs				-					
Other				-					
Debt Service				-					
Court Construction				-					
Distributed Administration & Allocation				-					
Prior Year Expense Adjustment				-					
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)				-					
<b>Fund Balance (Deficit)</b>									
<b>Beginning Balance (Deficit)</b>	-	-	-	8,770,736	5,009,455	3,761,281	-	-	-
<b>Ending Balance (Deficit)</b>	-	-	-	8,770,736	5,009,455	3,761,281	-	-	-

## Current detailed budget projection

				Select Fiscal Year	▼	FUNDS			
Description	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary
<b>REVENUES</b>									
State Financing Sources			-						
Grants			-						
Other Financing Sources			-						
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>									
Salaries			-						
Staff Benefits			-						
General Expense			-						
Printing			-						
Telecommunications			-						
Postage			-						
Insurance			-						
Travel in State			-						
Travel Out of State			-						
Training			-						
Security			-						
Facilities Operations			-						
Utilities			-						
Contracted Services			-						
Consulting and Professional Services - County Provided			-						
Information Technology (IT)			-						
Major Equipment			-						
Other Items of Expense			-						
Juror Costs			-						
Other			-						
Debt Service			-						
Court Construction			-						
Distributed Administration & Allocation			-						
Prior Year Expense Adjustment			-						
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)			-						
<b>Fund Balance (Deficit)</b>									
<b>Beginning Balance (Deficit)</b>	-	-	8,770,736	5,009,455	3,761,281	-	-	-	-
<b>Ending Balance (Deficit)</b>	-	-	8,770,736	5,009,455	3,761,281	-	-	-	-

## Current detailed budget projection

			Select Fiscal Year	▼	FUNDS				
Description	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary
<b>REVENUES</b>									
State Financing Sources		-							
Grants		-							
Other Financing Sources		-							
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>									
Salaries		-							
Staff Benefits		-							
General Expense		-							
Printing		-							
Telecommunications		-							
Postage		-							
Insurance		-							
Travel in State		-							
Travel Out of State		-							
Training		-							
Security		-							
Facilities Operations		-							
Utilities		-							
Contracted Services		-							
Consulting and Professional Services - County Provided		-							
Information Technology (IT)		-							
Major Equipment		-							
Other Items of Expense		-							
Juror Costs		-							
Other		-							
Debt Service		-							
Court Construction		-							
Distributed Administration & Allocation		-							
Prior Year Expense Adjustment		-							
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)		-							
<b>Fund Balance (Deficit)</b>									
<b>Beginning Balance (Deficit)</b>	-	8,770,736	5,009,455	3,761,281	-	-	-	-	-
<b>Ending Balance (Deficit)</b>	-	8,770,736	5,009,455	3,761,281	-	-	-	-	-

## Current detailed budget projection

Description	TOTAL
<b>REVENUES</b>	
State Financing Sources	-
Grants	-
Other Financing Sources	-
<b>TOTAL REVENUES</b>	-
<b>EXPENDITURES</b>	
Salaries	-
Staff Benefits	-
General Expense	-
Printing	-
Telecommunications	-
Postage	-
Insurance	-
Travel in State	-
Travel Out of State	-
Training	-
Security	-
Facilities Operations	-
Utilities	-
Contracted Services	-
Consulting and Professional Services - County Provided	-
Information Technology (IT)	-
Major Equipment	-
Other Items of Expense	-
Juror Costs	-
Other	-
Debt Service	-
Court Construction	-
Distributed Administration & Allocation	-
Prior Year Expense Adjustment	-
<b>TOTAL EXPENDITURES</b>	-
Operating Transfers In (Out)	-
<b>Fund Balance (Deficit)</b>	
<b>Beginning Balance (Deficit)</b>	<b>8,770,736</b>
<b>Ending Balance (Deficit)</b>	<b>8,770,736</b>

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


Expenses Category		Amount
GL Account	Description	
900000	Salaries	
910000	Staff Benefits	
920001	General Expense	506,812
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	
<b>Total</b>		<b>506,812</b>

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

Description	FY 2022-23 ▼	FY 2023-24 ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Total
Contribution	506,812								506,812
Expenditures		506,812							506,812
Cumulative Balance	506,812	-	-	-	-	-	-	-	-



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

Please check the type of request:  <input checked="checked" type="checkbox"/> <b>NEW REQUEST</b> <i>(Complete Section I, III, and IV only.)</i>  <input type="checkbox"/> <b>AMENDED REQUEST</b> <i>(Complete Sections I through IV.)</i>		
<b>SECTION I: GENERAL INFORMATION</b>		
<b>SUPERIOR COURT:</b> San Joaquin	<b>PERSON AUTHORIZING REQUEST</b> <i>(Presiding Judge or Court Executive Officer):</i> Stephanie Bohrer, Court Executive Officer  <b>CONTACT PERSON AND CONTACT INFO:</b> Linda Courtright CFO, 209 992-5217, <a href="mailto:lcourtright@sjcourts.org">lcourtright@sjcourts.org</a>	
<b>DATE OF SUBMISSION:</b> 9/20/2023	<b>TIME PERIOD COVERED BY THE REQUEST, INCLUDING CONTRIBUTION AND EXPENDITURE: SEPTEMBER 2023 TO JUNE 2024</b>	<b>REQUESTED AMOUNT:</b> \$265,200
<b>REASON FOR REQUEST</b> <i>(Please briefly summarize the purpose for this request, including a brief description of the project/proposal. Use attachments if additional space is needed.):</i>  The Court would like to accumulate savings to purchase an alternative Public Address (PA) system for the Stockton Courthouse. This system will be used to broadcast alarms and provide voice announcements to single or multiple areas of the Courthouse in the event of an emergency and we are unable to access the main PA system. The alternative PA system will be included in our Emergency plan as directed by the 2022 California Fire Code, Section 404.2.1 (7): "Fire evacuation plans shall include...the preferred and any alternative means of notifying occupants of a fire or emergency..."		
<b>SECTION II: AMENDED REQUEST CHANGES</b>		
<b>A. Identify sections and answers amended.</b>        <b>B. Provide a summary of the changes to the request.</b>		
<b>SECTION III: TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE</b>		
<b>A. Explain why the request does not fit within the court's annual operational budget process and the three-year encumbrance term.</b>  This project could be completed within the three-year encumbrance term; however, the Court was not able to initiate this process early enough to complete it within the 22/23 Fiscal Year.		

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

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

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

Our current PA system is located at the Courthouse entrance. In the event we are unable to access the PA system, we currently do not have an effective way to communicate to judicial officers, staff and court users throughout the entire Courthouse. This alternative PA system will enable the Court to broadcast emergency instructions throughout the entire 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.**

If our request is not approved, the Court's ability to communicate to all Stockton Courthouse users during an emergency will be limited.

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

Without the alternative PA system, our court users, judicial officers and staff may not hear emergency instructions which could lead to significant life safety issues.

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

The 3% fund balance constraint prevents our Court from accumulating the savings necessary to pay for the upgrade of our PA system. The only other alternative is if the Judicial Council pays for the project.

**SECTION IV: FINANCIAL INFORMATION**

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

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

See Attached

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

See Attached

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

See Attached

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

See Attached

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

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

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

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

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

	FY 2022-23	▼	FUNDS						FY 2023-24
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General
<b>REVENUES</b>									
State Financing Sources	54,830,309	354,467						55,184,776	
Grants			2,772,601					2,772,601	
Other Financing Sources	632,711	1,769,361		-				2,402,072	
<b>TOTAL REVENUES</b>	<b>55,463,020</b>	<b>2,123,828</b>	<b>2,772,601</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>60,359,449</b>	<b>-</b>
<b>EXPENDITURES</b>									
Salaries	22,709,830	926,188	1,475,523					25,111,541	
Staff Benefits	18,030,622	451,328	718,392					19,200,342	
General Expense	1,381,303	22,094	59,756					1,463,153	
Printing	52,581	736	4,445					57,762	
Telecommunications	211,389		1,018					212,407	
Postage	254,647		426					255,073	
Insurance	37,525							37,525	
Travel in State	20,716	6,075	18,442					45,233	
Travel Out of State	3,845	8,357	17,547					29,749	
Training	17,329		1,215					18,544	
Security	1,136,557		71,851					1,208,408	
Facilities Operations	1,233,331		17,451					1,250,782	
Utilities	84,185							84,185	
Contracted Services	3,016,029	258,004	231,487					3,505,520	
Consulting and Professional Services - County Provided	56,370		7,827					64,197	
Information Technology (IT)	590,254	5,422	18,916					614,592	
Major Equipment	171,561		31,583					203,144	
Other Items of Expense	31,743							31,743	
Juror Costs	302,464	68,026						370,490	
Other								-	
Debt Service								-	
Court Construction								-	
Distributed Administration & Allocation	(147,108)	20,018	127,090					-	
Prior Year Expense Adjustment	(11,632)	1,548	11,055					971	
<b>TOTAL EXPENDITURES</b>	<b>49,183,541</b>	<b>1,767,796</b>	<b>2,814,024</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>53,765,361</b>	<b>-</b>
Operating Transfers In (Out)	(41,424)	-	41,423					(1)	
<b>Fund Balance (Deficit)</b>									
<b>Beginning Balance (Deficit)</b>	<b>2,049,114</b>	<b>1,922,038</b>						<b>3,971,152</b>	<b>8,287,169</b>
<b>Ending Balance (Deficit)</b>	<b>8,287,169</b>	<b>2,278,070</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>10,565,239</b>	<b>8,287,169</b>

## Current detailed budget projection

Description	TOTAL
<b>REVENUES</b>	
State Financing Sources	-
Grants	-
Other Financing Sources	-
<b>TOTAL REVENUES</b>	-
<b>EXPENDITURES</b>	
Salaries	-
Staff Benefits	-
General Expense	-
Printing	-
Telecommunications	-
Postage	-
Insurance	-
Travel in State	-
Travel Out of State	-
Training	-
Security	-
Facilities Operations	-
Utilities	-
Contracted Services	-
Consulting and Professional Services - County Provided	-
Information Technology (IT)	-
Major Equipment	-
Other Items of Expense	-
Juror Costs	-
Other	-
Debt Service	-
Court Construction	-
Distributed Administration & Allocation	-
Prior Year Expense Adjustment	-
<b>TOTAL EXPENDITURES</b>	-
Operating Transfers In (Out)	-
<b>Fund Balance (Deficit)</b>	
<b>Beginning Balance (Deficit)</b>	<b>10,565,239</b>
<b>Ending Balance (Deficit)</b>	<b>10,565,239</b>

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

Expenses Category		Amount
GL Account	Description	
900000	Salaries	
910000	Staff Benefits	
920001	General Expense	
924000	Printing	
925000	Telecommunications	
926000	Postage	
928000	Insurance	
929000	Travel in State	
931000	Travel Out of State	
933000	Training	
934000	Security	
935000	Facilities Operations	
936000	Utilities	
938000	Contracted Services	
940000	Consulting and Professional Services - County Provided	
943000	Information Technology (IT)	
945000	Major Equipment	
950000	Other Items of Expense	
972000	Other	
973000	Debt Service	
983000	Court Construction	265,200
990000	Distributed Administration & Allocation	
<b>Total</b>		<b>265,200</b>

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

Description	FY 2020-21		FY 2021-22		FY 2022-23		FY 2023-24		FY 2024-25		Select Fiscal Year		Select Fiscal Year		Select Fiscal Year		Total
Contribution	-				265,200												265,200
Expenditures							265,200										265,200
Cumulative Balance	-		-		265,200		-		-		-		-		-		-



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

Please check the type of request:

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

San Joaquin

**PERSON AUTHORIZING REQUEST** *(Presiding Judge or Court Executive Officer):*  
Stephanie Bohrer, Court Executive Officer**CONTACT PERSON AND CONTACT INFO:** Linda Courtright CFO, 209 992-5217,  
lcourtright@sjcourts.org**DATE OF SUBMISSION:**

9/20/2023

**TIME PERIOD COVERED BY THE  
REQUEST, INCLUDING CONTRIBUTION  
AND EXPENDITURE: AUGUST 2023 TO  
JUNE 2024****REQUESTED AMOUNT:**

\$661,839

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

The Court would like to accumulate savings to pay for the repair and upgrade of our Stockton HVAC system.

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

The HVAC system upgrade and repair cost is much higher than our 22/23 available fund balance. It will take up to three years of accumulated savings to have enough money to upgrade and repair our Stockton HVAC system.

**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?**

In the summer of 2022, our main HVAC chiller went down for several weeks. The smaller backup unit was not able to cool the courthouse. It was so hot in the courthouse that some staff had to go home. The HVAC system repair and upgrade will be a suitable backup in case the main chiller goes down. This will decrease the risk of having to send people home during a heatwave.

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

N/A

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

If our request is not approved, the Court's ability to stay open during a prolonged heatwave will be reduced decreasing our ability process cases which will lead to increased backlogs.

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

Without the HVAC upgrades, we may have to send people home if our main chiller goes down, which could impact the Court's ability to provide services.

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

The 3% fund balance constraint prevents our Court from accumulating the savings necessary to pay for the repair and upgrade of our Stockton HVAC system. The only other alternative is if the Judicial Council pays for the project.

**SECTION IV: FINANCIAL INFORMATION**

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

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

See Attached

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

See Attached

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

See Attached

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

See Attached

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

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

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

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

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

	FY 2022-23	▼	FUNDS						FY 2023-24
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General
<b>REVENUES</b>									
State Financing Sources	54,830,309	354,467						55,184,776	
Grants			2,772,601					2,772,601	
Other Financing Sources	632,711	1,769,361		-				2,402,072	
<b>TOTAL REVENUES</b>	<b>55,463,020</b>	<b>2,123,828</b>	<b>2,772,601</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>60,359,449</b>	<b>-</b>
<b>EXPENDITURES</b>									
Salaries	22,709,830	926,188	1,475,523					25,111,541	
Staff Benefits	18,030,622	451,328	718,392					19,200,342	
General Expense	1,381,303	22,094	59,756					1,463,153	
Printing	52,581	736	4,445					57,762	
Telecommunications	211,389		1,018					212,407	
Postage	254,647		426					255,073	
Insurance	37,525							37,525	
Travel in State	20,716	6,075	18,442					45,233	
Travel Out of State	3,845	8,357	17,547					29,749	
Training	17,329		1,215					18,544	
Security	1,136,557		71,851					1,208,408	
Facilities Operations	1,233,331		17,451					1,250,782	
Utilities	84,185							84,185	
Contracted Services	3,016,029	258,004	231,487					3,505,520	
Consulting and Professional Services - County Provided	56,370		7,827					64,197	
Information Technology (IT)	590,254	5,422	18,916					614,592	
Major Equipment	171,561		31,583					203,144	
Other Items of Expense	31,743							31,743	
Juror Costs	302,464	68,026						370,490	
Other								-	
Debt Service								-	
Court Construction								-	
Distributed Administration & Allocation	(147,108)	20,018	127,090					-	
Prior Year Expense Adjustment	(11,632)	1,548	11,055					971	
<b>TOTAL EXPENDITURES</b>	<b>49,183,541</b>	<b>1,767,796</b>	<b>2,814,024</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>53,765,361</b>	<b>-</b>
Operating Transfers In (Out)	(41,424)	-	41,424					-	
<b>Fund Balance (Deficit)</b>									
<b>Beginning Balance (Deficit)</b>	<b>2,049,114</b>	<b>1,922,038</b>						<b>3,971,152</b>	<b>8,287,169</b>
<b>Ending Balance (Deficit)</b>	<b>8,287,169</b>	<b>2,278,070</b>	<b>1</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>10,565,240</b>	<b>8,287,169</b>

## Current detailed budget projection

		▼	FUNDS					FY 2024-25	▼
Description	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant
<b>REVENUES</b>									
State Financing Sources							-		
Grants							-		
Other Financing Sources							-		
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>									
Salaries							-		
Staff Benefits							-		
General Expense							-		
Printing							-		
Telecommunications							-		
Postage							-		
Insurance							-		
Travel in State							-		
Travel Out of State							-		
Training							-		
Security							-		
Facilities Operations							-		
Utilities							-		
Contracted Services							-		
Consulting and Professional Services - County Provided							-		
Information Technology (IT)							-		
Major Equipment							-		
Other Items of Expense							-		
Juror Costs							-		
Other							-		
Debt Service							-		
Court Construction							-		
Distributed Administration & Allocation							-		
Prior Year Expense Adjustment							-		
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)							-		
<b>Fund Balance (Deficit)</b>									
<b>Beginning Balance (Deficit)</b>	2,278,070	1	-	-	-	-	10,565,240	8,287,169	2,278,070
<b>Ending Balance (Deficit)</b>	2,278,070	1	-	-	-	-	10,565,240	8,287,169	2,278,070

## Current detailed budget projection

	FUNDS						FY 2024-25		
Description	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant
<b>REVENUES</b>									
State Financing Sources						-			
Grants						-			
Other Financing Sources						-			
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>									
Salaries						-			
Staff Benefits						-			
General Expense						-			
Printing						-			
Telecommunications						-			
Postage						-			
Insurance						-			
Travel in State						-			
Travel Out of State						-			
Training						-			
Security						-			
Facilities Operations						-			
Utilities						-			
Contracted Services						-			
Consulting and Professional Services - County Provided						-			
Information Technology (IT)						-			
Major Equipment						-			
Other Items of Expense						-			
Juror Costs						-			
Other						-			
Debt Service						-			
Court Construction						-			
Distributed Administration & Allocation						-			
Prior Year Expense Adjustment						-			
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)						-			
<b>Fund Balance (Deficit)</b>									
<b>Beginning Balance (Deficit)</b>	1	-	-	-	-	10,565,240	8,287,169	2,278,070	1
<b>Ending Balance (Deficit)</b>	1	-	-	-	-	10,565,240	8,287,169	2,278,070	1

## Current detailed budget projection

	FUNDS					Select Fiscal Year	▼	FUNDS	
Description	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects
<b>REVENUES</b>									
State Financing Sources					-				
Grants					-				
Other Financing Sources					-				
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>									
Salaries					-				
Staff Benefits					-				
General Expense					-				
Printing					-				
Telecommunications					-				
Postage					-				
Insurance					-				
Travel in State					-				
Travel Out of State					-				
Training					-				
Security					-				
Facilities Operations					-				
Utilities					-				
Contracted Services					-				
Consulting and Professional Services - County Provided					-				
Information Technology (IT)					-				
Major Equipment					-				
Other Items of Expense					-				
Juror Costs					-				
Other					-				
Debt Service					-				
Court Construction					-				
Distributed Administration & Allocation					-				
Prior Year Expense Adjustment					-				
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)					-				
<b>Fund Balance (Deficit)</b>									
<b>Beginning Balance (Deficit)</b>	-	-	-	-	10,565,240	8,287,169	2,278,070	1	-
<b>Ending Balance (Deficit)</b>	-	-	-	-	10,565,240	8,287,169	2,278,070	1	-



## Current detailed budget projection

					Select Fiscal Year	▼	FUNDS		
Description	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service
<b>REVENUES</b>									
State Financing Sources				-					
Grants				-					
Other Financing Sources				-					
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>									
Salaries				-					
Staff Benefits				-					
General Expense				-					
Printing				-					
Telecommunications				-					
Postage				-					
Insurance				-					
Travel in State				-					
Travel Out of State				-					
Training				-					
Security				-					
Facilities Operations				-					
Utilities				-					
Contracted Services				-					
Consulting and Professional Services - County Provided				-					
Information Technology (IT)				-					
Major Equipment				-					
Other Items of Expense				-					
Juror Costs				-					
Other				-					
Debt Service				-					
Court Construction				-					
Distributed Administration & Allocation				-					
Prior Year Expense Adjustment				-					
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)				-					
<b>Fund Balance (Deficit)</b>									
<b>Beginning Balance (Deficit)</b>	-	-	-	10,565,240	8,287,169	2,278,070	1	-	-
<b>Ending Balance (Deficit)</b>	-	-	-	10,565,240	8,287,169	2,278,070	1	-	-

## Current detailed budget projection

				Select Fiscal Year	▼	FUNDS			
Description	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary
<b>REVENUES</b>									
State Financing Sources			-						
Grants			-						
Other Financing Sources			-						
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>									
Salaries			-						
Staff Benefits			-						
General Expense			-						
Printing			-						
Telecommunications			-						
Postage			-						
Insurance			-						
Travel in State			-						
Travel Out of State			-						
Training			-						
Security			-						
Facilities Operations			-						
Utilities			-						
Contracted Services			-						
Consulting and Professional Services - County Provided			-						
Information Technology (IT)			-						
Major Equipment			-						
Other Items of Expense			-						
Juror Costs			-						
Other			-						
Debt Service			-						
Court Construction			-						
Distributed Administration & Allocation			-						
Prior Year Expense Adjustment			-						
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)			-						
<b>Fund Balance (Deficit)</b>									
<b>Beginning Balance (Deficit)</b>	-	-	10,565,240	8,287,169	2,278,070	1	-	-	-
<b>Ending Balance (Deficit)</b>	-	-	10,565,240	8,287,169	2,278,070	1	-	-	-

## Current detailed budget projection

			Select Fiscal Year	▼	FUNDS				
Description	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary
<b>REVENUES</b>									
State Financing Sources		-							
Grants		-							
Other Financing Sources		-							
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>									
Salaries		-							
Staff Benefits		-							
General Expense		-							
Printing		-							
Telecommunications		-							
Postage		-							
Insurance		-							
Travel in State		-							
Travel Out of State		-							
Training		-							
Security		-							
Facilities Operations		-							
Utilities		-							
Contracted Services		-							
Consulting and Professional Services - County Provided		-							
Information Technology (IT)		-							
Major Equipment		-							
Other Items of Expense		-							
Juror Costs		-							
Other		-							
Debt Service		-							
Court Construction		-							
Distributed Administration & Allocation		-							
Prior Year Expense Adjustment		-							
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)		-							
<b>Fund Balance (Deficit)</b>									
<b>Beginning Balance (Deficit)</b>	-	10,565,240	8,287,169	2,278,070	1	-	-	-	-
<b>Ending Balance (Deficit)</b>	-	10,565,240	8,287,169	2,278,070	1	-	-	-	-

## Current detailed budget projection

Description	TOTAL
<b>REVENUES</b>	
State Financing Sources	-
Grants	-
Other Financing Sources	-
<b>TOTAL REVENUES</b>	-
<b>EXPENDITURES</b>	
Salaries	-
Staff Benefits	-
General Expense	-
Printing	-
Telecommunications	-
Postage	-
Insurance	-
Travel in State	-
Travel Out of State	-
Training	-
Security	-
Facilities Operations	-
Utilities	-
Contracted Services	-
Consulting and Professional Services - County Provided	-
Information Technology (IT)	-
Major Equipment	-
Other Items of Expense	-
Juror Costs	-
Other	-
Debt Service	-
Court Construction	-
Distributed Administration & Allocation	-
Prior Year Expense Adjustment	-
<b>TOTAL EXPENDITURES</b>	-
Operating Transfers In (Out)	-
<b>Fund Balance (Deficit)</b>	
<b>Beginning Balance (Deficit)</b>	<b>10,565,240</b>
<b>Ending Balance (Deficit)</b>	<b>10,565,240</b>

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

Expenses Category		Amount
GL Account	Description	
900000	Salaries	
910000	Staff Benefits	
920001	General Expense	
924000	Printing	
925000	Telecommunications	
926000	Postage	
928000	Insurance	
929000	Travel in State	
931000	Travel Out of State	
933000	Training	
934000	Security	
935000	Facilities Operations	
936000	Utilities	
938000	Contracted Services	
940000	Consulting and Professional Services - County Provided	
943000	Information Technology (IT)	
945000	Major Equipment	
950000	Other Items of Expense	
972000	Other	
973000	Debt Service	
983000	Court Construction	661,839
990000	Distributed Administration & Allocation	
<b>Total</b>		<b>661,839</b>

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

Description	FY 2020-21		FY 2021-22		FY 2022-23		FY 2023-24		FY 2024-25		Select Fiscal Year		Select Fiscal Year		Select Fiscal Year		Total
Contribution	-				661,839												661,839
Expenditures							661,839										661,839
Cumulative Balance	-		-		661,839		-		-		-		-		-		-

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

**Amended Requests***For consideration at the January 19, 2024 Judicial Council meeting.*

<b>Court</b>	<b>Does Request Change \$\$\$</b>	<b>If Yes / \$\$\$ Change -/+</b>	<b>Total Project Amount Request</b>	<b>Category</b>	<b>High Level Summary</b>
Amador	Yes	780,893	1,683,377	Facility	Construction
Kings	No	0	629,230	Facility	Construction
Monterey	No	0	70,000	Facility	Security
San Bernadino	Yes	3,439	2,341,300	Technology	Case Management System
San Joaquin	Yes	(31,347)	357,520	Facility	Updates - Generator purchase
San Luis Obispo	No	0	471,740	Various	Various
San Mateo	Yes	102,961	2,436,015	Facility	Construction
Shasta	No	0	1,588,962	Facility	Construction
Stanislaus	Yes	374,998	2,076,813	Facility	Construction
Sutter	Yes	31,508	745,686	Various	Various
Tehama	Yes	80,316	1,485,803	Technology	Case Management System
		<b>\$ 1,374,115</b>	<b>\$ 13,886,446</b>		

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

Please check the type of request:

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

Amador

**PERSON AUTHORIZING REQUEST** (Presiding Judge or Court Executive Officer):  
Dawn Harmon, Court Executive Officer**CONTACT PERSON AND CONTACT INFO:**

Dawn Harmon: dharmon@amadorcourt.org; 209-257-2686

**DATE OF SUBMISSION:**

9/20/2023

**TIME PERIOD COVERED BY THE REQUEST, INCLUDING CONTRIBUTION AND EXPENDITURE: FY 21/22- FY 24/25 26/27****REQUESTED AMOUNT:****\$780,893 in FY 2022-23****\$902,484 in FY 2021-22 approved****REASON FOR REQUEST** (Please briefly summarize the purpose for this request, including a brief description of the project/proposal. Use attachments if additional space is needed.):

Amendment: Due to the projected timeline for completion of construction and final cost estimates the funds will likely be needed through FY 2026-2027. This request reflects the expanded time period. The approved amount of \$902,484 in FY 2021-22, in addition to this request for \$780,893 in FY 2022-23, total of \$1,683,377.

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 the piecemealing of 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.**

Section I - Reason for Request  
Section III - Answer A  
Section IV - Answer C

**B. Provide a summary of the changes to the request.****Section I - Reason for Request**

Due to an increase to the estimated overall cost of the project and expanded timeline for project completion the Court will need to hold the funds until FY26/27. The court has also determined the best option for this project is a build out of



an additional courtroom rather than reconfiguring the current facility. This decision was made by evaluating the cost, impact and needs of all options.

### **Section III – Answer A**

Estimated cost of project updated.

## **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 its 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~~ **estimated at \$6,539,741**, which is outside of the Courts annual operational budget and will require more than the three year encumbrance term will allow for.

### **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 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.

**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

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

Original Request:

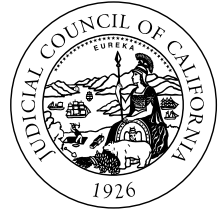
Description	FY 2021-22		FY 2022-23		FY 2023-24		FY 2024-25		Select Fiscal Year		Select Fiscal Year		Select Fiscal Year		Select Fiscal Year		Total
Contribution	902,484		400,000		400,000		400,000										2,102,484
Expenditures			150,000		500,000		1,452,484										2,102,484
Cumulative Balance	902,484		1,152,484		1,052,484		-		-		-		-		-		-

Amended request

Description	FY 2021-22		FY 2022-23		FY 2023-24		FY 2024-25		FY 2025-26		FY 2026-27		Select Fiscal Year		Select Fiscal Year		Total
Contribution	902,484		780,893		1,214,094		1,214,090		1,214,090		1,214,090						6,539,741
Expenditures					110,218		124,200		124,200		6,181,123						6,539,741
Cumulative Balance	902,484		1,683,377		2,787,253		3,877,143		4,967,033		-		-		-		-

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

Please check the type of request:

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

<b>SUPERIOR COURT:</b> Kings	<b>PERSON AUTHORIZING REQUEST</b> (Presiding Judge or Court Executive Officer): Nocona Soboleski, CEO	
	<b>CONTACT PERSON AND CONTACT INFO:</b> nsoboleski@kings.courts.ca.gov	
<b>DATE OF SUBMISSION:</b> 9/5/2023	<b>TIME PERIOD COVERED BY THE REQUEST, INCLUDING CONTRIBUTION AND EXPENDITURE:</b> 2 YEARS-23/24 THRU 24/25	<b>REQUESTED AMOUNT:</b> \$629,230

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

The Court requests the Judicial Council to redirect and apply the combined sum of \$629,230, previously related to the Data Center and Security Surveillance System Refresh projects, toward Court's Department 12 Courtroom Construction project. During the construction of the Kings County Courthouse, Departments 11 and 12 were left as shelled out spaces to save \$2 million in construction costs. The buildout of Department 11 was approved by the Department of Finance in the 2022 budget in relation to the allocation and funding of another judgeship in Kings County. The Court believes any further delays to completing Department 12's Courtroom, Judicial Chambers and Clerk areas would result in significant disruption to all aspects of Department 11's Courtroom, Judicial, Clerk and Detentions operations. Construction of Department 12 requires unfettered access in, around and through Department 11, which is not operationally feasible or fiscally prudent.

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

SECTION - REASON FOR REQUEST: Numbers 1 and 2 Amended

SECTION II: AMENDED REQUEST CHANGES: A and B Completed

SECTION III: TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE: Amended A, B, D, E, and F.

**B. Provide a summary of the changes to the request.****REASON FOR REQUEST:**

1. The Court requests to amend the previous FHOB submittal for holding funds in the sum of \$443,939, to conduct a Data Center Refresh. The Court will instead utilize the 2% Automation Fund Replacement Distribution TCTF to accomplish a Data Center Refresh 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.
2. The Court requests to amend the previous FHOB submittal for holding funds in the sum of \$236,348, to conduct a Security Surveillance System Refresh. After a site visit was conducted in March 2023 by the Judicial Council's Facility Services, Security Division, it was determined the Security Surveillance System Refresh would be funded by the Judicial Council of California, in conjunction with the security requirements related to the new construction of Department 11 & 12's Courtroom.

### 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 Department 12 Courtroom Construction project will be completed in conjunction with the Judicial Council Facilities group. The planning and project completion will take at least three 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?**

The Court deems this request urgent. Court matters continue to increase in terms of number, and complexity of cases and litigants. With three state prisons in Kings County, prison-related cases continue to be a driving force of calendar management. With the increasingly larger number of prison cases, many are co-defendant cases and those tend to go to trial. Three of the existing ten Courtroom departments do not have jury deliberation rooms, limiting the case types that can be heard. The Judges in Kings County hear all case types depending on the needs of the day and having additional Courtrooms with jury deliberation rooms would help in getting jury trials done in a timely manner. Additionally, this Court will continue to labor under the strain of keeping up with the spatial demands as judgeships are allocated, which leads to more litigation and new processes and programs. In that regard, the availability of additional Courtrooms [Department 12] would be a significant improvement for Court users and is in direct alignment with creating a full-service Courthouse that was initially envisioned in the Project Feasibility Study conducted in November 2009. Furthermore, the Court could manage calendared matters efficiently when more Courtrooms are available for use.

- 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.**

Consequences suffered by the Court are the continued loss of use of Courtrooms and surrounding spaces necessary to maximize services the Court initially expected to provide the Kings County citizenry, since taking occupancy in February 2016. In addition to the impending appointment of two new Judicial Officers, the Court will continue to endure the struggle of coordinating cases without adequate operational space available. If appointment of judgeships is made soon for Kings, there will be no space to place them and consideration would need to be given to possibly converting [previously done at old Courthouse location] the Jury Assembly Room into a temporary Courtroom, which would impact Jury Service operations. The incomplete courtrooms of this seven-year-old Courthouse are needed now more than ever to provide and sustain adequate levels of service to the public.

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

Incomplete Courtrooms and surrounding operational spaces in the Hanford Courthouse will continue to negatively impact operations by obstructing our ability to fully provide and serve the community of Kings County, which has continued to grow in population. That growth was highlighted in the latest Judicial Needs Assessment from late 2020, indicating that Kings County now needs thirteen Judicial Officers to handle the increasing case load. An incomplete Courthouse directly affects any opportunities for enhancement and prevents the Court from improving or further developing its business-related services and functions in the interest of the public's access to justice.

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

Requesting the Judicial Council of California hold this funding in the Trial Court Trust Fund is the fiscally prudent option. Further delays to completing Department 12's Courtroom, Judicial Chambers and Clerk areas would result in significant disruption to all aspects of Department 11's Courtroom, Judicial, Clerk and Detentions operations. Construction of Department 12 requires unfettered access in, around and through Department 11, which is not operationally feasible.

#### SECTION IV: FINANCIAL INFORMATION

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

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

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 ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	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					
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			
<b>Net Revenue (Expense)</b>		-	-	-

Proposed Project				
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			
<b>Net Revenue (Expense)</b>		-	-	-

<b>Cumulative Cost Savings</b>	-	-	-
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## Prior three-year history of year-end fund balances, revenues, and expenditures

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

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

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

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

## 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
<b>REVENUES</b>								
State Financing Sources								-
Grants								-
Other Financing Sources								-
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - County Provided								-
Information Technology (IT)								-
Major Equipment								-
Other Items of Expense								-
Juror Costs								-
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
<b>Fund Balance (Deficit)</b>								
<b>Beginning Balance (Deficit)</b>	-	-	-	-	-	-	-	-
<b>Ending Balance (Deficit)</b>	-	-	-	-	-	-	-	-

## Current detailed budget projection:

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

## Current detailed budget projection:

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

## Current detailed budget projection:

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

## Current detailed budget projection:

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



## Current detailed budget projection:

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

## Current detailed budget projection:

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

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

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

[illegible]

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

Original Request:

Description	FY 2021-22 ▼	FY 2023-24 ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Total
Contribution	629,230								629,230
Expenditures		629,230							629,230
Cumulative Balance	629,230	-	-	-	-	-	-	-	-

Amended request

Description	FY 2021-22 ▼	FY 2023-24 ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Total
Contribution	629,230								629,230
Expenditures		629,230							629,230
Cumulative Balance	629,230	-	-	-	-	-	-	-	-

## 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](mailto:colin.simpson@monterey.courts.ca.gov) 831-775-5630**DATE OF SUBMISSION:**

9/21/2023

**TIME PERIOD COVERED BY THE REQUEST, INCLUDING CONTRIBUTION AND EXPENDITURE:** FY 2022-2023  
THROUGH FY 2024-25

**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.):

*Amendment: Due to scheduling facility work with the JCC, the security work will likely be needed through FY 2024–2025. The request reflects an expanded time period through FY 2024–2025.*

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.**

*Section I, Expanded time period through FY 2024–2025. Reason for Request, Section IV.*

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

*Section I, Expanded time period to through FY 2024–2025 due to estimated work completion in FY 2024–2025. Sections IVA through D were updated to reflect the additional year in court budgets, fund balances, and timing of project expenditures. Section IVB could not be updated for FY 2023–2024 as the court is still in contract negotiations with represented staff but will update the worksheet once the budget is finalized.*

## **SECTION III: TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE**

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

*These funds reflect one-time 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



## 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	1,593,499	1,238,931	-	-	-	-	-	2,832,430
Revenues	29,710,696	1,495,552	865,314	-	-	-	-	32,071,562
Expenditures	28,944,113	1,257,281	1,327,544	-	-	-	-	31,528,938
Operating Transfers In (Out)	(462,230)		462,230	-	-	-	-	-
Ending Fund Balance	1,897,852	1,477,201	-	-	-	-	-	3,375,053

FY 2020-21	▼	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 2019-20	▼	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance	1,231,917	873,000	-					2,104,917
Revenues	24,565,282	550,258	674,882					25,790,421
Expenditures	23,672,052	373,161	991,161					25,036,374
Operating Transfers In (Out)	(318,123)	1,844	316,279					-
Ending Fund Balance	1,807,023	1,051,941	-	-	-	-	-	2,858,964

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

	FY 2022-23	▼	FUNDS						Select Fiscal Year
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General
<b>REVENUES</b>									
State Financing Sources	29,472,012	1,515,224	-	-	-	-	-	30,987,236	
Grants	-	-	955,323	-	-	-	-	955,323	
Other Financing Sources	400,501	404,446	-	-	-	-	-	804,947	
<b>TOTAL REVENUES</b>	<b>29,872,513</b>	<b>1,919,670</b>	<b>955,323</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>32,747,506</b>	<b>-</b>
<b>EXPENDITURES</b>									
Salaries	15,434,367	189,181	540,263	-	-	-	-	16,163,811	
Staff Benefits	8,723,263	85,470	317,707	-	-	-	-	9,126,440	
General Expense	594,837	-	39,181	-	-	-	-	634,018	
Printing	30,000	-	-	-	-	-	-	30,000	
Telecommunications	168,093	-	-	-	-	-	-	168,093	
Postage	130,000	-	-	-	-	-	-	130,000	
Insurance	22,000	-	-	-	-	-	-	22,000	
Travel in State	39,200	-	-	-	-	-	-	39,200	
Travel Out of State	7,111	-	-	-	-	-	-	7,111	
Training	32,546	-	29,436	-	-	-	-	61,982	
Security	693,800	-	-	-	-	-	-	693,800	
Facilities Operations	762,694	-	-	-	-	-	-	762,694	
Utilities	-	-	-	-	-	-	-	-	
Contracted Services	2,278,364	142,345	-	-	-	-	-	2,420,709	
Consulting and Professional Services - County Provided	22,367	1,169,326	-	-	-	-	-	1,191,693	
Information Technology (IT)	580,438	-	4,200	-	-	-	-	584,638	
Major Equipment	517,122	-	283,803	-	-	-	-	800,925	
Other Items of Expense	12,010	-	-	-	-	-	-	12,010	
Juror Costs	172,179	-	-	-	-	-	-	172,179	
Other	-	-	-	-	-	-	-	-	
Debt Service	-	-	-	-	-	-	-	-	
Court Construction	-	-	-	-	-	-	-	-	
Distributed Administration & Allocation	(193,000)	46,015	164,539	-	-	-	-	17,554	
Prior Year Expense Adjustment	24,145	7,500	-	-	-	-	-	31,645	
<b>TOTAL EXPENDITURES</b>	<b>30,051,536</b>	<b>1,639,837</b>	<b>1,379,129</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>33,070,502</b>	<b>-</b>
Operating Transfers In (Out)	(423,806)	-	423,806	-	-	-	-	-	
<b>Fund Balance (Deficit)</b>									
<b>Beginning Balance (Deficit)</b>	<b>1,807,023</b>	<b>1,051,941</b>	<b>-</b>					<b>2,858,964</b>	<b>1,204,194</b>
<b>Ending Balance (Deficit)</b>	<b>1,204,194</b>	<b>1,331,774</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,535,968</b>	<b>1,204,194</b>

## Current detailed budget projection

		▼	FUNDS					Select Fiscal Year	▼
Description	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant
<b>REVENUES</b>									
State Financing Sources							-		
Grants							-		
Other Financing Sources							-		
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>									
Salaries							-		
Staff Benefits							-		
General Expense							-		
Printing							-		
Telecommunications							-		
Postage							-		
Insurance							-		
Travel in State							-		
Travel Out of State							-		
Training							-		
Security							-		
Facilities Operations							-		
Utilities							-		
Contracted Services							-		
Consulting and Professional Services - County Provided							-		
Information Technology (IT)							-		
Major Equipment							-		
Other Items of Expense							-		
Juror Costs							-		
Other							-		
Debt Service							-		
Court Construction							-		
Distributed Administration & Allocation							-		
Prior Year Expense Adjustment							-		
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)							-		
<b>Fund Balance (Deficit)</b>									
<b>Beginning Balance (Deficit)</b>	1,331,774	-	-	-	-	-	2,535,968	1,204,194	1,331,774
<b>Ending Balance (Deficit)</b>	1,331,774	-	-	-	-	-	2,535,968	1,204,194	1,331,774

## Current detailed budget projection

	FUNDS						Select Fiscal Year	▼	
Description	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant
<b>REVENUES</b>									
State Financing Sources						-			
Grants						-			
Other Financing Sources						-			
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>									
Salaries						-			
Staff Benefits						-			
General Expense						-			
Printing						-			
Telecommunications						-			
Postage						-			
Insurance						-			
Travel in State						-			
Travel Out of State						-			
Training						-			
Security						-			
Facilities Operations						-			
Utilities						-			
Contracted Services						-			
Consulting and Professional Services - County Provided						-			
Information Technology (IT)						-			
Major Equipment						-			
Other Items of Expense						-			
Juror Costs						-			
Other						-			
Debt Service						-			
Court Construction						-			
Distributed Administration & Allocation						-			
Prior Year Expense Adjustment						-			
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)						-			
<b>Fund Balance (Deficit)</b>									
<b>Beginning Balance (Deficit)</b>	-	-	-	-	-	2,535,968	1,204,194	1,331,774	-
<b>Ending Balance (Deficit)</b>	-	-	-	-	-	2,535,968	1,204,194	1,331,774	-

## Current detailed budget projection

	FUNDS					Select Fiscal Year	▼	FUNDS	
Description	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects
<b>REVENUES</b>									
State Financing Sources					-				
Grants					-				
Other Financing Sources					-				
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>									
Salaries					-				
Staff Benefits					-				
General Expense					-				
Printing					-				
Telecommunications					-				
Postage					-				
Insurance					-				
Travel in State					-				
Travel Out of State					-				
Training					-				
Security					-				
Facilities Operations					-				
Utilities					-				
Contracted Services					-				
Consulting and Professional Services - County Provided					-				
Information Technology (IT)					-				
Major Equipment					-				
Other Items of Expense					-				
Juror Costs					-				
Other					-				
Debt Service					-				
Court Construction					-				
Distributed Administration & Allocation					-				
Prior Year Expense Adjustment					-				
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)					-				
<b>Fund Balance (Deficit)</b>									
<b>Beginning Balance (Deficit)</b>	-	-	-	-	2,535,968	1,204,194	1,331,774	-	-
<b>Ending Balance (Deficit)</b>	-	-	-	-	2,535,968	1,204,194	1,331,774	-	-

## Current detailed budget projection

					Select Fiscal Year	▼	FUNDS		
Description	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service
<b>REVENUES</b>									
State Financing Sources				-					
Grants				-					
Other Financing Sources				-					
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>									
Salaries				-					
Staff Benefits				-					
General Expense				-					
Printing				-					
Telecommunications				-					
Postage				-					
Insurance				-					
Travel in State				-					
Travel Out of State				-					
Training				-					
Security				-					
Facilities Operations				-					
Utilities				-					
Contracted Services				-					
Consulting and Professional Services - County Provided				-					
Information Technology (IT)				-					
Major Equipment				-					
Other Items of Expense				-					
Juror Costs				-					
Other				-					
Debt Service				-					
Court Construction				-					
Distributed Administration & Allocation				-					
Prior Year Expense Adjustment				-					
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)				-					
<b>Fund Balance (Deficit)</b>									
<b>Beginning Balance (Deficit)</b>	-	-	-	2,535,968	1,204,194	1,331,774	-	-	-
<b>Ending Balance (Deficit)</b>	-	-	-	2,535,968	1,204,194	1,331,774	-	-	-

## Current detailed budget projection

				Select Fiscal Year	▼	FUNDS			
Description	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary
<b>REVENUES</b>									
State Financing Sources			-						
Grants			-						
Other Financing Sources			-						
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>									
Salaries			-						
Staff Benefits			-						
General Expense			-						
Printing			-						
Telecommunications			-						
Postage			-						
Insurance			-						
Travel in State			-						
Travel Out of State			-						
Training			-						
Security			-						
Facilities Operations			-						
Utilities			-						
Contracted Services			-						
Consulting and Professional Services - County Provided			-						
Information Technology (IT)			-						
Major Equipment			-						
Other Items of Expense			-						
Juror Costs			-						
Other			-						
Debt Service			-						
Court Construction			-						
Distributed Administration & Allocation			-						
Prior Year Expense Adjustment			-						
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)			-						
<b>Fund Balance (Deficit)</b>									
<b>Beginning Balance (Deficit)</b>	-	-	2,535,968	1,204,194	1,331,774	-	-	-	-
<b>Ending Balance (Deficit)</b>	-	-	2,535,968	1,204,194	1,331,774	-	-	-	-

## Current detailed budget projection

			Select Fiscal Year	▼	FUNDS				
Description	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary
<b>REVENUES</b>									
State Financing Sources		-							
Grants		-							
Other Financing Sources		-							
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>									
Salaries		-							
Staff Benefits		-							
General Expense		-							
Printing		-							
Telecommunications		-							
Postage		-							
Insurance		-							
Travel in State		-							
Travel Out of State		-							
Training		-							
Security		-							
Facilities Operations		-							
Utilities		-							
Contracted Services		-							
Consulting and Professional Services - County Provided		-							
Information Technology (IT)		-							
Major Equipment		-							
Other Items of Expense		-							
Juror Costs		-							
Other		-							
Debt Service		-							
Court Construction		-							
Distributed Administration & Allocation		-							
Prior Year Expense Adjustment		-							
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)		-							
<b>Fund Balance (Deficit)</b>									
<b>Beginning Balance (Deficit)</b>	-	2,535,968	1,204,194	1,331,774	-	-	-	-	-
<b>Ending Balance (Deficit)</b>	-	2,535,968	1,204,194	1,331,774	-	-	-	-	-



## Current detailed budget projection

Description	TOTAL
<b>REVENUES</b>	
State Financing Sources	-
Grants	-
Other Financing Sources	-
<b>TOTAL REVENUES</b>	-
<b>EXPENDITURES</b>	
Salaries	-
Staff Benefits	-
General Expense	-
Printing	-
Telecommunications	-
Postage	-
Insurance	-
Travel in State	-
Travel Out of State	-
Training	-
Security	-
Facilities Operations	-
Utilities	-
Contracted Services	-
Consulting and Professional Services - County Provided	-
Information Technology (IT)	-
Major Equipment	-
Other Items of Expense	-
Juror Costs	-
Other	-
Debt Service	-
Court Construction	-
Distributed Administration & Allocation	-
Prior Year Expense Adjustment	-
<b>TOTAL EXPENDITURES</b>	-
Operating Transfers In (Out)	-
<b>Fund Balance (Deficit)</b>	
<b>Beginning Balance (Deficit)</b>	<b>2,535,968</b>
<b>Ending Balance (Deficit)</b>	<b>2,535,968</b>

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

Expenses Category		Amount
GL Account	Description	
900000	Salaries	-
910000	Staff Benefits	-
920001	General Expense	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	-
<b>Total</b>		<b>70,000</b>

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

Original Request:

Description	FY 2022-23	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Total
Contribution	70,000								70,000
Expenditures	70,000								70,000
Cumulative Balance	-	-	-	-	-	-	-	-	-

Amended request

Description	FY 2022-23	FY 2023-24	FY 2024-25	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Total
Contribution	70,000								70,000
Expenditures			70,000						70,000
Cumulative Balance	70,000	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:**  
San Bernardino

**PERSON AUTHORIZING REQUEST** (Presiding Judge or Court Executive Officer):  
Anabel Z. Romero, CEO

**CONTACT PERSON AND CONTACT INFO.**

Morgan Baxter, Deputy Court Executive Officer of Operations

[MBaxter@sb-court.org](mailto:MBaxter@sb-court.org) (909) 521-3489

Kristie Armistead, Deputy Director of Operations – Juvenile Courts

[KArmistead@sb-court.org](mailto:KArmistead@sb-court.org) (909) 269-8928

Kurt Feir, Supervising Budget Analyst [KFeir@sb-court.org](mailto:KFeir@sb-court.org) (909) 708-8787

**DATE OF SUBMISSION:**  
9/22/2023

**TIME PERIOD COVERED BY THE REQUEST, INCLUDING CONTRIBUTION AND EXPENDITURE:** FY 2023-24 – 2025-26

**REQUESTED AMOUNT:**  
\$3,439; Revised Project Grand Total: \$2,341,300

**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 following request amends the application submitted on 8/4/2023 and approved by the Fiscal Planning Subcommittee (FPS) on 8/31/2023. Additional costs associated to the implementation of the Juvenile case management system were identified and are requested to be held in the TCTF.

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

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

Section I: Requested Amount – \$2,341,300

Section IVc: Major Equipment/Project Total – \$2,341,300; Section IVd: FY 2025-26 Expenditures – \$341,300

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

An additional \$3,439 is requested to be held in the TCTF to be spent in FY 2025-26 for Juvenile CMS implementation.

**SECTION III: TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE****A. Explain why the request does not fit within the court's annual operational budget process and the three-year encumbrance term.**

In FY 2022-23, the Court had excess one-time funds available due to a higher than anticipated actual vacancy rate of

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

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

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

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

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

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

N/A

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

Continued use of the current CMS for the Court's Juvenile Division will prevent organizational goals related to modernization and automation from being achieved. Prioritizing these goals is paramount to providing access to justice for the community at-large. If not earmarked for this project, the additional identified costs would be returned to the State. The Court has identified a critical need to replace its antiquated juvenile CMS and the funds could better be repurposed for this effort furthering modernization and access to justice.

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

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

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

With the identification of additional dollars at fiscal year-end in the Court's fund balance, application of those funds towards this project helps to ensure appropriate 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 workbook.

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

See attached workbook.

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

See attached workbook.

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

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

See attached workbook.

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

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

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

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

## Sec. IV.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 cc

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



## Application for TCTF Funds Held on Behalf of the Court

Sec. IV.B

## Current detailed budget projection on court's behalf

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

## Application for TCTF Funds Held on Behalf of the Court

Sec. IV.B

## Current detailed budget projection:

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

**Application for TCTF Funds Held on Behalf of the Court**

**Sec. IV.C**

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

Expenses Category		Amount
GL Account	Description	
900000	Salaries	
910000	Staff Benefits	
920001	General Expense	
924000	Printing	
925000	Telecommunications	
926000	Postage	
928000	Insurance	
929000	Travel in State	
931000	Travel Out of State	
933000	Training	
934000	Security	
935000	Facilities Operations	
936000	Utilities	
938000	Contracted Services	
940000	Consulting and Professional Services - County Provided	
943000	Information Technology (IT)	
945000	Major Equipment	2,341,300
950000	Other Items of Expense	
972000	Other	
973000	Debt Service	
983000	Court Construction	
990000	Distributed Administration & Allocation	
<b>Total</b>		<b>2,341,300</b>

Application for TCTF Funds Held on Behalf of the Court

Sec. IV.D Amended Requests

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

Original Request:

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

Amended request

Description	FY 2022-23 ▼	FY 2023-24 ▼	FY 2024-25 ▼	FY 2025-26 ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Total
Contribution	2,341,300								2,341,300
Expenditures		1,000,000	1,000,000	341,300					2,341,300
Cumulative Balance	2,341,300	1,341,300	341,300	-	-	-	-	-	-

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

Please check the type of request:

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

San Joaquin

**PERSON AUTHORIZING REQUEST** *(Presiding Judge or Court Executive Officer):*  
Stephanie Bohrer, Court Executive Officer**CONTACT PERSON AND CONTACT INFO:** Linda Courtright CFO, 209 992-5217,  
lcourtright@sjcourts.org**DATE OF SUBMISSION:**

9/15/2023

**TIME PERIOD COVERED BY THE  
REQUEST, INCLUDING CONTRIBUTION  
AND EXPENDITURE: AUGUST 2023 TO  
JUNE 2024****REQUESTED AMOUNT:**

\$357,520

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

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

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

We are amending our original application submitted on August 3, 2023 due to a decrease in estimated costs.

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

The cost of the project has been reduced by \$31,347.

**SECTION III: TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE****A. Explain why the request does not fit within the court's annual operational budget process and the three-year encumbrance term.**

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

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

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

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

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

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

N/A

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

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

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

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

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

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

**SECTION IV: FINANCIAL INFORMATION**

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

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

See Attached

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

See Attached

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

See Attached

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

See Attached

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

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

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

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



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

	FY 2022-23	▼	FUNDS						FY 2023-24
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General
<b>REVENUES</b>									
State Financing Sources	54,830,309	354,467						55,184,776	
Grants			2,772,601					2,772,601	
Other Financing Sources	632,711	1,769,361		-				2,402,072	
<b>TOTAL REVENUES</b>	<b>55,463,020</b>	<b>2,123,828</b>	<b>2,772,601</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>60,359,449</b>	<b>-</b>
<b>EXPENDITURES</b>									
Salaries	22,709,830	926,188	1,475,523					25,111,541	
Staff Benefits	18,030,622	451,328	718,392					19,200,342	
General Expense	1,381,303	22,094	59,756					1,463,153	
Printing	52,581	736	4,445					57,762	
Telecommunications	211,389		1,018					212,407	
Postage	254,647		426					255,073	
Insurance	37,525							37,525	
Travel in State	20,716	6,075	18,442					45,233	
Travel Out of State	3,845	8,357	17,547					29,749	
Training	17,329		1,215					18,544	
Security	1,136,557		71,851					1,208,408	
Facilities Operations	1,233,331		17,451					1,250,782	
Utilities	84,185							84,185	
Contracted Services	3,016,029	258,004	231,487					3,505,520	
Consulting and Professional Services - County Provided	56,370		7,827					64,197	
Information Technology (IT)	590,254	5,422	18,916					614,592	
Major Equipment	171,561		31,583					203,144	
Other Items of Expense	31,743							31,743	
Juror Costs	302,464	68,026						370,490	
Other								-	
Debt Service								-	
Court Construction								-	
Distributed Administration & Allocation	(147,108)	20,018	127,090					-	
Prior Year Expense Adjustment	(11,632)	1,548	11,055					971	
<b>TOTAL EXPENDITURES</b>	<b>49,183,541</b>	<b>1,767,796</b>	<b>2,814,024</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>53,765,361</b>	<b>-</b>
Operating Transfers In (Out)	(41,424)	-	41,423					(1)	
<b>Fund Balance (Deficit)</b>									
<b>Beginning Balance (Deficit)</b>	<b>2,049,114</b>	<b>1,922,038</b>						<b>3,971,152</b>	<b>8,287,169</b>
<b>Ending Balance (Deficit)</b>	<b>8,287,169</b>	<b>2,278,070</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>10,565,239</b>	<b>8,287,169</b>

Current detailed budget projection

		▼	FUNDS					FY 2024-25	▼
Description	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant
REVENUES									
State Financing Sources							-		
Grants							-		
Other Financing Sources							-		
TOTAL REVENUES	-	-	-	-	-	-	-	-	-
EXPENDITURES									
Salaries							-		
Staff Benefits							-		
General Expense							-		
Printing							-		
Telecommunications							-		
Postage							-		
Insurance							-		
Travel in State							-		
Travel Out of State							-		
Training							-		
Security							-		
Facilities Operations							-		
Utilities							-		
Contracted Services							-		
Consulting and Professional Services - County Provided							-		
Information Technology (IT)							-		
Major Equipment							-		
Other Items of Expense							-		
Juror Costs							-		
Other							-		
Debt Service							-		
Court Construction							-		
Distributed Administration & Allocation							-		
Prior Year Expense Adjustment							-		
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)							-		
Fund Balance (Deficit)									
Beginning Balance (Deficit)	2,278,070	-	-	-	-	-	10,565,239	8,287,169	2,278,070
Ending Balance (Deficit)	2,278,070	-	-	-	-	-	10,565,239	8,287,169	2,278,070

Current detailed budget projection

	FUNDS						FY 2024-25		
Description	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant
REVENUES									
State Financing Sources						-			
Grants						-			
Other Financing Sources						-			
TOTAL REVENUES	-	-	-	-	-	-	-	-	-
EXPENDITURES									
Salaries						-			
Staff Benefits						-			
General Expense						-			
Printing						-			
Telecommunications						-			
Postage						-			
Insurance						-			
Travel in State						-			
Travel Out of State						-			
Training						-			
Security						-			
Facilities Operations						-			
Utilities						-			
Contracted Services						-			
Consulting and Professional Services - County Provided						-			
Information Technology (IT)						-			
Major Equipment						-			
Other Items of Expense						-			
Juror Costs						-			
Other						-			
Debt Service						-			
Court Construction						-			
Distributed Administration & Allocation						-			
Prior Year Expense Adjustment						-			
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)						-			
Fund Balance (Deficit)									
Beginning Balance (Deficit)	-	-	-	-	-	10,565,239	8,287,169	2,278,070	-
Ending Balance (Deficit)	-	-	-	-	-	10,565,239	8,287,169	2,278,070	-

## Current detailed budget projection

	FUNDS					Select Fiscal Year	▼	FUNDS	
Description	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects
<b>REVENUES</b>									
State Financing Sources					-				
Grants					-				
Other Financing Sources					-				
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>									
Salaries					-				
Staff Benefits					-				
General Expense					-				
Printing					-				
Telecommunications					-				
Postage					-				
Insurance					-				
Travel in State					-				
Travel Out of State					-				
Training					-				
Security					-				
Facilities Operations					-				
Utilities					-				
Contracted Services					-				
Consulting and Professional Services - County Provided					-				
Information Technology (IT)					-				
Major Equipment					-				
Other Items of Expense					-				
Juror Costs					-				
Other					-				
Debt Service					-				
Court Construction					-				
Distributed Administration & Allocation					-				
Prior Year Expense Adjustment					-				
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)					-				
<b>Fund Balance (Deficit)</b>									
<b>Beginning Balance (Deficit)</b>	-	-	-	-	10,565,239	8,287,169	2,278,070	-	-
<b>Ending Balance (Deficit)</b>	-	-	-	-	10,565,239	8,287,169	2,278,070	-	-

## Current detailed budget projection

					Select Fiscal Year	▼	FUNDS		
Description	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service
<b>REVENUES</b>									
State Financing Sources				-					
Grants				-					
Other Financing Sources				-					
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>									
Salaries				-					
Staff Benefits				-					
General Expense				-					
Printing				-					
Telecommunications				-					
Postage				-					
Insurance				-					
Travel in State				-					
Travel Out of State				-					
Training				-					
Security				-					
Facilities Operations				-					
Utilities				-					
Contracted Services				-					
Consulting and Professional Services - County Provided				-					
Information Technology (IT)				-					
Major Equipment				-					
Other Items of Expense				-					
Juror Costs				-					
Other				-					
Debt Service				-					
Court Construction				-					
Distributed Administration & Allocation				-					
Prior Year Expense Adjustment				-					
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)				-					
<b>Fund Balance (Deficit)</b>									
<b>Beginning Balance (Deficit)</b>	-	-	-	10,565,239	8,287,169	2,278,070	-	-	-
<b>Ending Balance (Deficit)</b>	-	-	-	10,565,239	8,287,169	2,278,070	-	-	-

## Current detailed budget projection

				Select Fiscal Year	▼	FUNDS			
Description	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary
<b>REVENUES</b>									
State Financing Sources			-						
Grants			-						
Other Financing Sources			-						
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>									
Salaries			-						
Staff Benefits			-						
General Expense			-						
Printing			-						
Telecommunications			-						
Postage			-						
Insurance			-						
Travel in State			-						
Travel Out of State			-						
Training			-						
Security			-						
Facilities Operations			-						
Utilities			-						
Contracted Services			-						
Consulting and Professional Services - County Provided			-						
Information Technology (IT)			-						
Major Equipment			-						
Other Items of Expense			-						
Juror Costs			-						
Other			-						
Debt Service			-						
Court Construction			-						
Distributed Administration & Allocation			-						
Prior Year Expense Adjustment			-						
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)			-						
<b>Fund Balance (Deficit)</b>									
<b>Beginning Balance (Deficit)</b>	-	-	10,565,239	8,287,169	2,278,070	-	-	-	-
<b>Ending Balance (Deficit)</b>	-	-	10,565,239	8,287,169	2,278,070	-	-	-	-

## Current detailed budget projection

			Select Fiscal Year	▼	FUNDS				
Description	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary
<b>REVENUES</b>									
State Financing Sources		-							
Grants		-							
Other Financing Sources		-							
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>									
Salaries		-							
Staff Benefits		-							
General Expense		-							
Printing		-							
Telecommunications		-							
Postage		-							
Insurance		-							
Travel in State		-							
Travel Out of State		-							
Training		-							
Security		-							
Facilities Operations		-							
Utilities		-							
Contracted Services		-							
Consulting and Professional Services - County Provided		-							
Information Technology (IT)		-							
Major Equipment		-							
Other Items of Expense		-							
Juror Costs		-							
Other		-							
Debt Service		-							
Court Construction		-							
Distributed Administration & Allocation		-							
Prior Year Expense Adjustment		-							
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)		-							
<b>Fund Balance (Deficit)</b>									
<b>Beginning Balance (Deficit)</b>	-	10,565,239	8,287,169	2,278,070	-	-	-	-	-
<b>Ending Balance (Deficit)</b>	-	10,565,239	8,287,169	2,278,070	-	-	-	-	-

## Current detailed budget projection

Description	TOTAL
<b>REVENUES</b>	
State Financing Sources	-
Grants	-
Other Financing Sources	-
<b>TOTAL REVENUES</b>	-
<b>EXPENDITURES</b>	
Salaries	-
Staff Benefits	-
General Expense	-
Printing	-
Telecommunications	-
Postage	-
Insurance	-
Travel in State	-
Travel Out of State	-
Training	-
Security	-
Facilities Operations	-
Utilities	-
Contracted Services	-
Consulting and Professional Services - County Provided	-
Information Technology (IT)	-
Major Equipment	-
Other Items of Expense	-
Juror Costs	-
Other	-
Debt Service	-
Court Construction	-
Distributed Administration & Allocation	-
Prior Year Expense Adjustment	-
<b>TOTAL EXPENDITURES</b>	-
Operating Transfers In (Out)	-
<b>Fund Balance (Deficit)</b>	
<b>Beginning Balance (Deficit)</b>	<b>10,565,239</b>
<b>Ending Balance (Deficit)</b>	<b>10,565,239</b>



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

Expenses Category		Amount
GL Account	Description	
900000	Salaries	
910000	Staff Benefits	
920001	General Expense	
924000	Printing	
925000	Telecommunications	
926000	Postage	
928000	Insurance	
929000	Travel in State	
931000	Travel Out of State	
933000	Training	
934000	Security	
935000	Facilities Operations	
936000	Utilities	
938000	Contracted Services	
940000	Consulting and Professional Services - County Provided	
943000	Information Technology (IT)	
945000	Major Equipment	
950000	Other Items of Expense	
972000	Other	
973000	Debt Service	
983000	Court Construction	357,520
990000	Distributed Administration & Allocation	
<b>Total</b>		<b>357,520</b>

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

Original Request:

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

Amended request

Description	Select Fiscal Year	Select Fiscal Year	FY 2022-23	FY 2023-24	FY 2024-25	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Total
Contribution			357,520						357,520
Expenditures				50,000	307,520				357,520
Cumulative Balance	-	-	357,520	307,520	-	-	-	-	-

## 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:**

3/24/2023

**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.):

Amendment #2 (Requested):

The San Luis Obispo Superior Court is requesting to reprogram \$80,000 of funds approved for *Project #2 Courtroom Technology Upgrades* and add it to *Project #1 Renovation of Staff Workspaces*. This amendment will add language that modifies the approved uses of the funds for Project #1 to include additional furniture replacement, painting, minor moving and carpet replacement expenses and reduce the scope of Project #2. This amendment will reduce the approved total for Project #2 from \$121,740 to \$41,740 and increase the approved total for Project #1 from \$296,595 to \$376,595. This amendment will not change the total amount of this request originally approved on January 20, 2023. See Section II.B on page 2 for a description of the requested amendment.

Amendment #1 (Approved 1/20/23):

The San Luis Obispo Superior Court is requesting to add language that will modify the approved uses of the funds for *Project #1, Renovation of Staff Workspaces*, which was approved by the Council on January 20, 2023, in the amount of \$296,595. The amendment will not change the amount requested for Project #1, or the total amount of the request approved on January 20, 2023. See Section II.B on page 2 for a description of the requested amendment.

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.**

Amendment #2 (Requested):

- Section II.A. Identify sections and answers amended.
- Section II.B. Provide a summary of the changes to the request.
- Section III.B. How will the request enhance the efficiency and/or effectiveness of court operations, and/or increase the availability of court services and programs?
- Section III.D. Describe the consequences to the court's operations if the court request is not approved.
- Section IV.C. Identification of all costs, by category and amount, needed to fully implement the project.
- Section IV.D. A specific funding and expenditure schedule identifying the amounts related to the proposal to be contributed and expended, by fiscal year

Amendment #1 (Approved 1/20/23):

- Section II.A. Identify sections and answers amended.
- Section II.B. Provide a summary of the changes to the request.
- Section III.B. How will the request enhance the efficiency and/or effectiveness of court operations, and/or increase the availability of court services and programs?
- Section III.D. Describe the consequences to the court's operations if the court request is not approved.
- Section IV.C. Identification of all costs, by category and amount, needed to fully implement the project.
- Section IV.D. A specific funding and expenditure schedule identifying the amounts related to the proposal to be contributed and expended, by fiscal year.

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

Amendment #2 (Requested):

The San Luis Obispo Superior Court is requesting to reprogram \$80,000 of funds approved for *Project #2 Courtroom Technology Upgrades* and add it to *Project #1 Renovation of Staff Workspaces* and add language that will modify the approved uses of the funds for Project #1 to include additional furniture replacement, painting, minor moving and carpet replacement expenses.

This amendment will reduce the approved total for Project #2 from \$121,740 to \$41,740 and increase Project #1 from \$296,595 to \$376,595. This amendment will not change the total amount of the request originally approved on January 20, 2023. See Section II.B on page 2 for a description of the requested amendment.

See below for specific changes requested to dollar amounts for each project and changes to language identifying approved uses of these funds.

Amendment #1 (Approved 1/20/23):

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

The additional language will allow for a portion of the approved amount to be used to fund a planned Court-Funded Facilities Request to construct four staff offices. Currently the approved use for Project #1 states only that modular furniture will be purchased. This amendment will add construction of the offices as an approved use of the funds within the existing project. The requested change is part of the Court's effort to renovate staff workspaces and will provide closed-door offices for a Manager, two Directors, and the ACEO, where none currently exist. The Court currently does not have office space for these four positions that allows for confidential, closed-door conversations.

The total funding amount for the amended Project #1 will remain unchanged and no change is requested to the total Funds Held on Behalf amount already approved by the Council. The three projects approved on January 20, 2023, totaling \$471,740 are shown in Section I, above. The language the Court is requesting to add to which is shown for Project #1 in Section I is shown below. The other two projects remain unchanged.

**1. Renovation of Staff Workspaces: \$296,595 Amendment #2 (Requested): New total: \$376,595**

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.

Amendment #1 (Approved 1/20/23): Funds will also be used to construct four staff offices. Amendment #2: Funds will also be used for additional furniture replacement, painting, minor moving and carpet replacement

expenses.

**2. Courtroom Technology Upgrades:** \$121,740 Amendment #2 (Requested): New total: \$41,740

Amendment #2 (Requested): ~~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.~~ Funds will be used to supplement the upgrade of the court's current ad hoc Zoom court technology and make its hybrid online/in-person court capability permanent, reliable, and more seamless for court users both online and in person.

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

**SECTION III: TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE**

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

The court is requesting that funds be held in excess of the 3% fund balance cap in FY 2021-22 totaling \$471,740. This excess fund balance exists primarily as the result of the court receiving \$435,274 in unanticipated revenue for reimbursement of prisoner hearing expense incurred in FY 18-19, FY 19-20, and FY 20-21. A total of \$435,274 in reimbursement revenue for the three past years was not received until FY 2021-22, the contribution year of this request.

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

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

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

1. Renovation of Staff Workspaces: New modular workspace furniture and closed-door offices will increase flexibility in configuring workspace; improve staff morale; and improve communication and workflow, as the renovation will help enable the court to co-locate processing staff for all case types. Amendment #1 (Approved 1/20/23): Construction of the four offices for management and executive staff will enable those positions to have confidential, closed-door conversations with staff whether in-person, by phone or on Zoom or Teams, improving communication and workflow. Amendment #2 (Requested): Office furniture in staff work areas and chambers need replacement and staff workspaces in some areas need paint and flooring replacement due to significant wear and tear.
2. Courtroom Technology Upgrades: Amendment #2 (Requested): This project will convert support conversion of 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. Amendment #1 (Approved 1/20/23): Without the construction of the four offices for management and executive staff, those positions will continue to be limited in their ability to have confidential conversations in the course of their daily responsibilities, which hinders communication and workflow. Amendment #2 (Requested): Staff will continue to work in spaces that need paint and flooring replacement due to significant wear and tear, impacting morale and staff effectiveness. Replacement parts and matching components are no longer available for the court's current modular furniture and items in staff work areas and chambers are of mixed styles, ages, and finishes, and not appropriate to a profession court environment.
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 Court Van Replacement: 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.



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

FY 2019-20	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance	1,010,002	2,052,297	-					3,062,298
Revenues	17,430,430	726,344	276,582					18,433,357
Expenditures	17,833,906	596,636	284,614					18,715,157
Operating Transfers In (Out)	(36,641)	28,609	8,032					0
Ending Fund Balance	569,885	2,210,613	-	-	-	-	-	2,780,498

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

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

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

	FY 2021-22	▼	FUNDS						FY 2022-23
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General
<b>REVENUES</b>									
State Financing Sources	18,651,282	335,775	-					18,987,057	20,594,701
Grants	-	-	274,718					274,718	-
Other Financing Sources	864,733	653,313	-					1,518,046	320,500
<b>TOTAL REVENUES</b>	<b>19,516,014</b>	<b>989,088</b>	<b>274,718</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>20,779,820</b>	<b>20,915,201</b>
<b>EXPENDITURES</b>									
Salaries	10,033,910	21,648	106,565					10,162,124	11,333,863
Staff Benefits	6,159,619	25,364	92,777					6,277,760	6,780,370
General Expense	422,355	658	107					423,120	500,000
Printing	20,503	-	-					20,503	22,000
Telecommunications	176,038	-	-					176,038	18,000
Postage	43,081	-	-					43,081	45,000
Insurance	7,934	-	-					7,934	8,000
Travel in State	11,151	-	-					11,151	10,000
Travel Out of State	8,416	-	-					8,416	10,000
Training	13,439	-	-					13,439	15,000
Security	3,657	1,500	-					5,157	4,000
Facilities Operations	29,941	88,970	-					118,911	-
Utilities	-	-	-					-	-
Contracted Services	1,184,651	476,289	35,401					1,696,342	1,268,800
Consulting and Professional Services - County Provided	229,913	230,824	-					460,737	300,000
Information Technology (IT)	539,244	3,120	-					542,364	552,862
Major Equipment	2,410	-	-					2,410	-
Other Items of Expense	2,103	-	-					2,103	-
Juror Costs	59,134	-	-					59,134	60,000
Other	-	-	-					-	-
Debt Service	-	-	-					-	-
Court Construction	-	-	-					-	-
Distributed Administration & Allocation	(39,868)	-	39,868					-	(40,000)
Prior Year Expense Adjustment	257							257	
<b>TOTAL EXPENDITURES</b>	<b>18,907,890</b>	<b>848,374</b>	<b>274,718</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>20,030,982</b>	<b>20,887,895</b>
Operating Transfers In (Out)	(11,844)	11,844	-					-	(12,000)
<b>Fund Balance (Deficit)</b>									
<b>Beginning Balance (Deficit)</b>	<b>532,865</b>	<b>1,972,589</b>	<b>-</b>					<b>2,505,454</b>	<b>1,129,147</b>
<b>Ending Balance (Deficit)</b>	<b>1,129,147</b>	<b>2,125,147</b>	<b>(0)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3,254,293</b>	<b>1,144,452</b>

## Current detailed budget projection

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

## Current detailed budget projection

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

## Current detailed budget projection

	FUNDS					Select Fiscal Year	▼	FUNDS	
Description	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects
<b>REVENUES</b>									
State Financing Sources					-				
Grants					-				
Other Financing Sources					-				
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>									
Salaries					-				
Staff Benefits					-				
General Expense					-				
Printing					-				
Telecommunications					-				
Postage					-				
Insurance					-				
Travel in State					-				
Travel Out of State					-				
Training					-				
Security					-				
Facilities Operations					-				
Utilities					-				
Contracted Services					-				
Consulting and Professional Services - County Provided					-				
Information Technology (IT)					-				
Major Equipment					-				
Other Items of Expense					-				
Juror Costs					-				
Other					-				
Debt Service					-				
Court Construction					-				
Distributed Administration & Allocation					-				
Prior Year Expense Adjustment					-				
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)					-				
<b>Fund Balance (Deficit)</b>									
<b>Beginning Balance (Deficit)</b>	-	-	-	-	3,382,296	925,764	2,456,532	0	-
<b>Ending Balance (Deficit)</b>	-	-	-	-	3,382,296	925,764	2,456,532	0	-

## Current detailed budget projection

					Select Fiscal Year	▼	FUNDS		
Description	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service
<b>REVENUES</b>									
State Financing Sources				-					
Grants				-					
Other Financing Sources				-					
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>									
Salaries				-					
Staff Benefits				-					
General Expense				-					
Printing				-					
Telecommunications				-					
Postage				-					
Insurance				-					
Travel in State				-					
Travel Out of State				-					
Training				-					
Security				-					
Facilities Operations				-					
Utilities				-					
Contracted Services				-					
Consulting and Professional Services - County Provided				-					
Information Technology (IT)				-					
Major Equipment				-					
Other Items of Expense				-					
Juror Costs				-					
Other				-					
Debt Service				-					
Court Construction				-					
Distributed Administration & Allocation				-					
Prior Year Expense Adjustment				-					
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)				-					
<b>Fund Balance (Deficit)</b>									
<b>Beginning Balance (Deficit)</b>	-	-	-	3,382,296	925,764	2,456,532	0	-	-
<b>Ending Balance (Deficit)</b>	-	-	-	3,382,296	925,764	2,456,532	0	-	-

## Current detailed budget projection

				Select Fiscal Year	▼	FUNDS			
Description	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary
<b>REVENUES</b>									
State Financing Sources			-						
Grants			-						
Other Financing Sources			-						
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>									
Salaries			-						
Staff Benefits			-						
General Expense			-						
Printing			-						
Telecommunications			-						
Postage			-						
Insurance			-						
Travel in State			-						
Travel Out of State			-						
Training			-						
Security			-						
Facilities Operations			-						
Utilities			-						
Contracted Services			-						
Consulting and Professional Services - County Provided			-						
Information Technology (IT)			-						
Major Equipment			-						
Other Items of Expense			-						
Juror Costs			-						
Other			-						
Debt Service			-						
Court Construction			-						
Distributed Administration & Allocation			-						
Prior Year Expense Adjustment			-						
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)			-						
<b>Fund Balance (Deficit)</b>									
<b>Beginning Balance (Deficit)</b>	-	-	3,382,296	925,764	2,456,532	0	-	-	-
<b>Ending Balance (Deficit)</b>	-	-	3,382,296	925,764	2,456,532	0	-	-	-

## Current detailed budget projection

			Select Fiscal Year	▼	FUNDS				
Description	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary
<b>REVENUES</b>									
State Financing Sources		-							
Grants		-							
Other Financing Sources		-							
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>									
Salaries		-							
Staff Benefits		-							
General Expense		-							
Printing		-							
Telecommunications		-							
Postage		-							
Insurance		-							
Travel in State		-							
Travel Out of State		-							
Training		-							
Security		-							
Facilities Operations		-							
Utilities		-							
Contracted Services		-							
Consulting and Professional Services - County Provided		-							
Information Technology (IT)		-							
Major Equipment		-							
Other Items of Expense		-							
Juror Costs		-							
Other		-							
Debt Service		-							
Court Construction		-							
Distributed Administration & Allocation		-							
Prior Year Expense Adjustment		-							
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)		-							
<b>Fund Balance (Deficit)</b>									
<b>Beginning Balance (Deficit)</b>	-	3,382,296	925,764	2,456,532	0	-	-	-	-
<b>Ending Balance (Deficit)</b>	-	3,382,296	925,764	2,456,532	0	-	-	-	-



## Current detailed budget projection

Description	TOTAL
<b>REVENUES</b>	
State Financing Sources	-
Grants	-
Other Financing Sources	-
<b>TOTAL REVENUES</b>	-
<b>EXPENDITURES</b>	
Salaries	-
Staff Benefits	-
General Expense	-
Printing	-
Telecommunications	-
Postage	-
Insurance	-
Travel in State	-
Travel Out of State	-
Training	-
Security	-
Facilities Operations	-
Utilities	-
Contracted Services	-
Consulting and Professional Services - County Provided	-
Information Technology (IT)	-
Major Equipment	-
Other Items of Expense	-
Juror Costs	-
Other	-
Debt Service	-
Court Construction	-
Distributed Administration & Allocation	-
Prior Year Expense Adjustment	-
<b>TOTAL EXPENDITURES</b>	-
Operating Transfers In (Out)	-
<b>Fund Balance (Deficit)</b>	
<b>Beginning Balance (Deficit)</b>	<b>3,382,296</b>
<b>Ending Balance (Deficit)</b>	<b>3,382,296</b>

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

Expenses Category		Amount
GL Account	Description	
900000	Salaries	-
910000	Staff Benefits	-
920001	General Expense	3,000
922605	Modular Furniture (Minor Equipment)	175,175
924000	Printing	-
925000	Telecommunications	-
926000	Postage	-
928000	Insurance	-
929000	Travel in State	-
931000	Travel Out of State	-
933000	Training	-
934000	Security	-
935000	Facilities Operations	180,000
936000	Utilities	-
938000	Contracted Services	-
940000	Consulting and Professional Services - County Provided	-
943000	Information Technology (IT)	-
945000	Major Equipment	-
945205	Purchase of Court Vehicle	53,405
945206	Modular Furniture (Major Equipment)	18,420
945208	Equipment Systems	41,740
950000	Other Items of Expense	-
972000	Other	-
973000	Debt Service	-
983000	Court Construction	-
990000	Distributed Administration & Allocation	-
<b>Total</b>		<b>471,740</b>

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

**PROJECT #1 - Staff workspace renovation**

Description	FY 2021-22	FY 2022-23	FY 2023-24	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	▼ Total
Contribution	376,595	-	-	-					376,595
Expenditures	-	50,000	326,595	-					376,595
Cumulative Balance	376,595	326,595	-	-	-	-	-	-	-

**PROJECT #2 - Courtroom technology upgrade**

Description	FY 2021-22	FY 2022-23	FY 2022-23	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	▼ Total
Contribution	41,740	-	-						41,740
Expenditures	-	-	41,740						41,740
Cumulative Balance	41,740	41,740	-	-	-	-	-	-	-

**PROJECT #3 - Court van replacement**

Description	FY 2021-22	FY 2022-23	FY 2023-24	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	▼ Total
Contribution	53,405	-							53,405
Expenditures	-	53,405							53,405
Cumulative Balance	53,405	-	-	-	-	-	-	-	-

**TOTAL, ALL PROJECTS**

Description	FY 2021-22	FY 2022-23	FY 2023-24	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	▼ Total
Contribution	471,740	-	-	-	-				471,740
Expenditures	-	103,405	368,335	-	-				471,740
Cumulative Balance	471,740	368,335	-	-	-	-	-	-	-

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

Original Request:

Description	FY 2021-22	FY 2022-23	FY 2023-24	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Total
Contribution	471,740								471,740
Expenditures		103,405	368,335						471,740
Cumulative Balance	471,740	368,335	-	-	-	-	-	-	-

Amended request

Description	FY 2021-22	FY 2022-23	FY 2023-24	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Total
Contribution	471,740								471,740
Expenditures		103,405	368,335						471,740
Cumulative Balance	471,740	368,335	-	-	-	-	-	-	-

## 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** (Presiding Judge or Court Executive Officer):  
Neal Taniguchi, Court Executive Officer (CEO)**CONTACT PERSON AND CONTACT INFO:**Steven Chang, 650.261.5046, [stevenchang@sanmateocourt.org](mailto:stevenchang@sanmateocourt.org)**DATE OF SUBMISSION:**

9/6/2023

**TIME PERIOD COVERED BY THE  
REQUEST, INCLUDING CONTRIBUTION  
AND EXPENDITURE:**  
JULY 2019 TO JUNE 2024**REQUESTED AMOUNT:**

\$102,961

**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

## 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
<b>Beginning Balance</b>	<b>2,549,872</b>	<b>1,491,296</b>	-					<b>4,041,168</b>
Revenues	40,471,299	989,482	1,024,440					<b>42,485,221</b>
Expenditures	42,018,078	1,259,364	1,158,235					<b>44,435,677</b>
Operating Transfers In (Out)	(244,194)	110,399	133,795					-
<b>Ending Fund Balance</b>	<b>758,899</b>	<b>1,331,813</b>	-	-	-	-	-	<b>2,090,712</b>

FY 2016-17	▼	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
<b>Beginning Balance</b>	<b>758,899</b>	<b>1,331,813</b>	-					<b>2,090,712</b>
Revenues	41,076,050	909,297	974,471					<b>42,959,818</b>
Expenditures	39,940,964	939,620	1,110,183					<b>41,990,767</b>
Operating Transfers In (Out)	(435,648)	299,936	135,712					-
<b>Ending Fund Balance</b>	<b>1,458,338</b>	<b>1,601,425</b>	-	-	-	-	-	<b>3,059,763</b>

FY 2017-18	▼	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
<b>Beginning Balance</b>	<b>1,458,338</b>	<b>1,601,425</b>	-					<b>3,059,763</b>
Revenues	41,833,116	906,439	1,170,996					<b>43,910,551</b>
Expenditures	42,174,167	1,151,033	1,248,082					<b>44,573,282</b>
Operating Transfers In (Out)	(102,932)	25,846	77,086					-
<b>Ending Fund Balance</b>	<b>1,014,356</b>	<b>1,382,677</b>	-	-	-	-	-	<b>2,397,032</b>



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

	FY 2018-19	▼	FUNDS						Select Fiscal Year
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General
<b>REVENUES</b>									
State Financing Sources	44,992,795							44,992,795	
Grants			2,067,439					2,067,439	
Other Financing Sources	625,890	764,264						1,390,154	
<b>TOTAL REVENUES</b>	<b>45,618,685</b>	<b>764,264</b>	<b>2,067,439</b>	-	-	-	-	<b>48,450,388</b>	-
<b>EXPENDITURES</b>									
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								-	
<b>TOTAL EXPENDITURES</b>	<b>43,834,616</b>	<b>1,782,739</b>	<b>2,207,069</b>	-	-	-	-	<b>47,824,424</b>	-
Operating Transfers In (Out)	(145,181)	5,551	139,630					-	
<b>Fund Balance (Deficit)</b>									
<b>Beginning Balance (Deficit)</b>	<b>1,014,356</b>	<b>1,382,677</b>						<b>2,397,032</b>	<b>2,653,244</b>
<b>Ending Balance (Deficit)</b>	<b>2,653,244</b>	<b>369,752</b>	-	-	-	-	-	<b>3,022,996</b>	<b>2,653,244</b>

## Current detailed budget projection

		▼	FUNDS					Select Fiscal Year	▼
Description	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant
<b>REVENUES</b>									
State Financing Sources							-		
Grants							-		
Other Financing Sources							-		
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>									
Salaries							-		
Staff Benefits							-		
General Expense							-		
Printing							-		
Telecommunications							-		
Postage							-		
Insurance							-		
Travel in State							-		
Travel Out of State							-		
Training							-		
Security							-		
Facilities Operations							-		
Utilities							-		
Contracted Services							-		
Consulting and Professional Services - County Provided							-		
Information Technology (IT)							-		
Major Equipment							-		
Other Items of Expense							-		
Juror Costs							-		
Other							-		
Debt Service							-		
Court Construction							-		
Distributed Administration & Allocation							-		
Prior Year Expense Adjustment							-		
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)							-		
<b>Fund Balance (Deficit)</b>									
<b>Beginning Balance (Deficit)</b>	369,752	-	-	-	-	-	3,022,996	2,653,244	369,752
<b>Ending Balance (Deficit)</b>	369,752	-	-	-	-	-	3,022,996	2,653,244	369,752

## Current detailed budget projection

	FUNDS						Select Fiscal Year	▼	
Description	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant
<b>REVENUES</b>									
State Financing Sources						-			
Grants						-			
Other Financing Sources						-			
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>									
Salaries						-			
Staff Benefits						-			
General Expense						-			
Printing						-			
Telecommunications						-			
Postage						-			
Insurance						-			
Travel in State						-			
Travel Out of State						-			
Training						-			
Security						-			
Facilities Operations						-			
Utilities						-			
Contracted Services						-			
Consulting and Professional Services - County Provided						-			
Information Technology (IT)						-			
Major Equipment						-			
Other Items of Expense						-			
Juror Costs						-			
Other						-			
Debt Service						-			
Court Construction						-			
Distributed Administration & Allocation						-			
Prior Year Expense Adjustment						-			
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)						-			
<b>Fund Balance (Deficit)</b>									
<b>Beginning Balance (Deficit)</b>	-	-	-	-	-	3,022,996	2,653,244	369,752	-
<b>Ending Balance (Deficit)</b>	-	-	-	-	-	3,022,996	2,653,244	369,752	-

## Current detailed budget projection

	FUNDS					Select Fiscal Year	▼	FUNDS	
Description	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects
<b>REVENUES</b>									
State Financing Sources					-				
Grants					-				
Other Financing Sources					-				
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>									
Salaries					-				
Staff Benefits					-				
General Expense					-				
Printing					-				
Telecommunications					-				
Postage					-				
Insurance					-				
Travel in State					-				
Travel Out of State					-				
Training					-				
Security					-				
Facilities Operations					-				
Utilities					-				
Contracted Services					-				
Consulting and Professional Services - County Provided					-				
Information Technology (IT)					-				
Major Equipment					-				
Other Items of Expense					-				
Juror Costs					-				
Other					-				
Debt Service					-				
Court Construction					-				
Distributed Administration & Allocation					-				
Prior Year Expense Adjustment					-				
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)					-				
<b>Fund Balance (Deficit)</b>									
<b>Beginning Balance (Deficit)</b>	-	-	-	-	3,022,996	2,653,244	369,752	-	-
<b>Ending Balance (Deficit)</b>	-	-	-	-	3,022,996	2,653,244	369,752	-	-

## Current detailed budget projection

					Select Fiscal Year	▼	FUNDS		
Description	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service
<b>REVENUES</b>									
State Financing Sources				-					
Grants				-					
Other Financing Sources				-					
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>									
Salaries				-					
Staff Benefits				-					
General Expense				-					
Printing				-					
Telecommunications				-					
Postage				-					
Insurance				-					
Travel in State				-					
Travel Out of State				-					
Training				-					
Security				-					
Facilities Operations				-					
Utilities				-					
Contracted Services				-					
Consulting and Professional Services - County Provided				-					
Information Technology (IT)				-					
Major Equipment				-					
Other Items of Expense				-					
Juror Costs				-					
Other				-					
Debt Service				-					
Court Construction				-					
Distributed Administration & Allocation				-					
Prior Year Expense Adjustment				-					
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)				-					
<b>Fund Balance (Deficit)</b>									
<b>Beginning Balance (Deficit)</b>	-	-	-	3,022,996	2,653,244	369,752	-	-	-
<b>Ending Balance (Deficit)</b>	-	-	-	3,022,996	2,653,244	369,752	-	-	-

## Current detailed budget projection

				Select Fiscal Year	▼	FUNDS			
Description	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary
<b>REVENUES</b>									
State Financing Sources			-						
Grants			-						
Other Financing Sources			-						
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>									
Salaries			-						
Staff Benefits			-						
General Expense			-						
Printing			-						
Telecommunications			-						
Postage			-						
Insurance			-						
Travel in State			-						
Travel Out of State			-						
Training			-						
Security			-						
Facilities Operations			-						
Utilities			-						
Contracted Services			-						
Consulting and Professional Services - County Provided			-						
Information Technology (IT)			-						
Major Equipment			-						
Other Items of Expense			-						
Juror Costs			-						
Other			-						
Debt Service			-						
Court Construction			-						
Distributed Administration & Allocation			-						
Prior Year Expense Adjustment			-						
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)			-						
<b>Fund Balance (Deficit)</b>									
<b>Beginning Balance (Deficit)</b>	-	-	3,022,996	2,653,244	369,752	-	-	-	-
<b>Ending Balance (Deficit)</b>	-	-	3,022,996	2,653,244	369,752	-	-	-	-

## Current detailed budget projection

			Select Fiscal Year	▼	FUNDS				
Description	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary
<b>REVENUES</b>									
State Financing Sources		-							
Grants		-							
Other Financing Sources		-							
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>									
Salaries		-							
Staff Benefits		-							
General Expense		-							
Printing		-							
Telecommunications		-							
Postage		-							
Insurance		-							
Travel in State		-							
Travel Out of State		-							
Training		-							
Security		-							
Facilities Operations		-							
Utilities		-							
Contracted Services		-							
Consulting and Professional Services - County Provided		-							
Information Technology (IT)		-							
Major Equipment		-							
Other Items of Expense		-							
Juror Costs		-							
Other		-							
Debt Service		-							
Court Construction		-							
Distributed Administration & Allocation		-							
Prior Year Expense Adjustment		-							
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)		-							
<b>Fund Balance (Deficit)</b>									
<b>Beginning Balance (Deficit)</b>	-	3,022,996	2,653,244	369,752	-	-	-	-	-
<b>Ending Balance (Deficit)</b>	-	3,022,996	2,653,244	369,752	-	-	-	-	-

## Current detailed budget projection

Description	TOTAL
<b>REVENUES</b>	
State Financing Sources	-
Grants	-
Other Financing Sources	-
<b>TOTAL REVENUES</b>	-
<b>EXPENDITURES</b>	
Salaries	-
Staff Benefits	-
General Expense	-
Printing	-
Telecommunications	-
Postage	-
Insurance	-
Travel in State	-
Travel Out of State	-
Training	-
Security	-
Facilities Operations	-
Utilities	-
Contracted Services	-
Consulting and Professional Services - County Provided	-
Information Technology (IT)	-
Major Equipment	-
Other Items of Expense	-
Juror Costs	-
Other	-
Debt Service	-
Court Construction	-
Distributed Administration & Allocation	-
Prior Year Expense Adjustment	-
<b>TOTAL EXPENDITURES</b>	-
Operating Transfers In (Out)	-
<b>Fund Balance (Deficit)</b>	
<b>Beginning Balance (Deficit)</b>	<b>3,022,996</b>
<b>Ending Balance (Deficit)</b>	<b>3,022,996</b>



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

Expenses Category		Amount
GL Account	Description	
900000	Salaries	
910000	Staff Benefits	
920001	General Expense	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	
<b>Total</b>		<b>1,660,000</b>

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	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Total
Contribution	1,660,000			673,054					2,333,054
Expenditures				1,660,000					1,660,000
Cumulative Balance	1,660,000	1,660,000	1,660,000	673,054	673,054	673,054	673,054	673,054	673,054

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	102,961			-	2,436,015
Expenditures	-	-	-		-	2,436,015			2,436,015
Cumulative Balance	1,660,000	1,660,000	1,660,000	2,333,054	2,436,015	-	-	-	-

## 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:**  
Shasta**PERSON AUTHORIZING REQUEST** (Presiding Judge or Court Executive Officer):  
Melissa Fowler-Bradley, CEO**CONTACT PERSON AND CONTACT INFO:** Melissa Fowler-Bradley  
530-245-6761 mfowler-bradley@shasta.courts.ca.gov**DATE OF SUBMISSION:**  
9/12/2023**TIME PERIOD COVERED BY THE REQUEST, INCLUDING CONTRIBUTION AND EXPENDITURE: FY 2021-2022 THROUGH FY 2023-2024****REQUESTED AMOUNT:**  
\$1,117,292.**REASON FOR REQUEST** (Please briefly summarize the purpose for this request, including a brief description of the project/proposal. Use attachments if additional space is needed.):

Amendment: Due to numerous construction delays, the certificate of occupancy for the new Redding courthouse is now expected in October of 2023. The construction delays have delayed the expenditure of a significant amount of these funds. At the end of FY22-23, expenditures relating to \$772,055.30 of these funds are still pending and will need to be expended in FY23-24.

The funds are needed for the new Redding courthouse, which is currently under construction. Certificate of Occupancy is delayed until April 18, 2022. Projected move-in date is June 2022.

Among the expenses to be covered are:

\$400,000 – complete replacement of copy machines and some computers at the time of move-in  
 \$150,000 – hire professional movers to move contents from 3 existing facilities into the new courthouse  
 \$ 50,000 – site furnishings including trash cans, bike rack and benches  
 \$ 65,000 – miscellaneous items such as clocks, garbage cans, microwaves, refrigerators and other appliances for break areas  
 \$150,000 – replace Marshal's Office handheld radios and repeater for internal communications  
 \$302,292 – augment fixtures and furnishings budget, which was drastically reduced at the time construction was funded

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

This amendment is in addition to the request submitted July 21, 2020, for \$471,670. That request will be entirely expended for costs associated with the new courthouse. Approximately \$284,900 is already committed for flooring and courtroom furnishings, but the court has not been billed yet. The remaining \$186,770 will be spent on the other items described in the 7/21/20 request.

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

This amendment adds \$1,117,292 from fiscal year 2020/2021 to cover the items enumerated in Section I.

**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.**

All of the requested items are needed to furnish and equip the new courthouse, which cannot be absorbed in the court's annual 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?**

All items are to enhance the new courthouse and restore those that had to be cut when the project was finally approved to move into construction.

**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.**

Many expenditures are to replace aged court equipment that is beyond its life expectancy. Others are to adequately furnish the building so that equipment will remain stationary and not require movement between courtrooms. This will avoid damage to equipment and employee injuries.

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

Funds will be spent on a 75 year building that will ensure a secure environment for the public and staff. Service delivery will be more accessible to the public without the need to be shuffled between multiple 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?**

The court will not have sufficient funds in the 2021/2022 fiscal year to purchase all of the items needed for the new building. The money saved in 2020/2021 was deliberately earmarked for the new building knowing that there would be substantial expenses that the construction project would not provide or fund.

**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

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

Original Request:

Description	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Total
Contribution	471,670	-	1,117,292						1,588,962
Expenditures			2,291	1,586,671					1,588,962
Cumulative Balance	471,670	471,670	1,586,671	-	-	-	-	-	-

Amended request

Description	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Total
Contribution	471,670	-	1,117,292	-	-				1,588,962
Expenditures			2,291	814,615	772,055				1,588,962
Cumulative Balance	471,670	471,670	1,586,671	772,055	-	-	-	-	-

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

Please check the type of request:

**NEW REQUEST** (Complete Section I, III, and IV only.)☒ **AMENDED REQUEST** (Complete Sections I through IV.)**SECTION I: GENERAL INFORMATION****SUPERIOR COURT:**Click here to enter court  
Stanislaus Superior Court**PERSON AUTHORIZING REQUEST** (Presiding Judge or Court Executive Officer):  
**Court Executive Officer****CONTACT PERSON AND CONTACT INFO:****Hugh K. Swift (209)530-3111****DATE OF SUBMISSION:**

9/8/2023

**TIME PERIOD COVERED BY THE  
REQUEST, INCLUDING CONTRIBUTION  
AND EXPENDITURE:**  
**FY21/22- FY24/25****REQUESTED AMOUNT:****\$1,337,644.98****(2022 request approved in amount  
of \$962,647 for amended increase  
request of net \$374,997.98 )****REASON FOR REQUEST** (Please briefly summarize the purpose for this request, including a brief description of the project/proposal. Use attachments if additional space is needed.):

We are moving into a new courthouse and the estimated construction completion date is Dec 2024 with a move-in date in the Spring of 2025. We will incur relocation-related expenses for office and janitorial supplies, accessory furnishings and fixtures, and IT equipment needed to operate in the new building. These expenses are not included in the courthouse construction budget. In addition, we expect to incur additional expense for relocation services (physical move and planning) and disposal of surplus furniture and equipment.

This amended request identifies items specific to the new courthouse not included in the previous request. These items include upgrades to courtroom Audio/Video (A/V) not included in construction or FF&E budgets, as well as magnetic door locks for judicial chambers and private offices, a relocation consultant, and moving expenses.

**SECTION II: AMENDED REQUEST CHANGES****A. Identify sections and answers amended.****All amended language on this form is highlighted yellow.****B. Provide a summary of the changes to the request.**

The Court has identified A/V items not in the construction budget that are needed to meet current courtroom configuration and functionality; this represents a gap between the time project budget was approved to current needs and requirements. Similarly, magnetic door locks, and moving expense along with a relocation consultant, are neither in the new courthouse project budget nor something the court typically has in our annual budget (to this magnitude).

**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 are costs for goods and services directly related to our relocation to a new a new courthouse. They include office supplies, fixtures, and technological equipment. While replacement of some of these items may be included in the annual budget process, we do not intend on relocating older equipment and fixtures that have reached the end of their useful life and will need to be replaced soon after the move is completed. Therefore, the dollar amount of the items purchased will greatly exceed the amount we

typically budget for replacement of equipment and supplies. Furthermore, due to the nature of the move-related goods and services, they are not amendable to purchase using the encumbrance process. Under JCC financial policies the Court must pay for these items at the time of delivery. We lack adequate space to store these items until we relocate in 2025. In addition, for most IT equipment, product support and warranty begin upon receipt of the equipment. Pre-purchase of IT equipment may result in vendor support and warranty obligations expiring before the equipment is put into service. This will be a large expenditure and holding funds will help us have the resources to purchase these items when the new courthouse is completed.

Upgrading the courtroom A/V is a substantial cost that does not fit within the court's annual operating budget without cuts to services and staff. Also, we will need these upgrades when we move in, but want the most current equipment, so a PO for encumbrance was not feasible by 6/30/23. Like IT equipment, A/V technology is rapidly changing. By waiting to purchase this equipment, we can ensure we receive the most current technology. In addition, the warranty period for this type of equipment begins at the time of delivery and not installation.

Magnetic door locks are not currently in the plans for the new courthouse. These locks will be used on the doors of judicial chambers and private offices. Without the locks, these fire-rated doors must be kept closed at all times. The magnetic locks allow the doors to remain open until there is a fire alarm. When this occurs the magnets release and the doors close.

When we move to the new courthouse, we will be consolidating the operations of five (5) court facilities into one. This will involve relocating 250 employees and 26 judicial officers, along with their workstation computers, monitors, etc. We will also need to plan the disposal of surplus property from the current facilities. The relocation consultant is necessary to help the court coordinate such a large move.

#### 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?

Our current facilities are old, lack the required accessibility and present significant safety concerns due to security risks. Currently, court users with disabilities affecting their mobility must use a separate staff entrance to access the Family Law Clerk's Office. Court staff and the public use the same paths of travel as defendants who are in custody. The new courthouse addresses these access and security issues. The funds we are requesting to set aside will fund our relocation and allow us to purchase the equipment and supplies necessary to serve the public both in the courtrooms and clerk's offices.

The A/V upgrades provide the courtrooms in the new courthouse with the same functionality we have today. During the COVID-19 pandemic all courts expanded the use of remote technology to conduct court proceedings. With funding and technical assistance from the JCC, we installed additional monitors, cameras, and other equipment in courtrooms that enhanced our ability to provide remote access to litigants and the public.

Unfortunately, we recently learned the AV systems in the new courthouse do not provide the same level of functionality as we currently have in our courtrooms. The planned upgrades are needed to address the gap in technology created by the pre-pandemic design of the AV systems in the courtrooms. Video conferencing capabilities bridge geographic barriers, enabling remote participation, ensuring equal access to justice for all, irrespective of location or financial constraints. These upgrades streamline court proceedings, reducing case backlog. Embracing AV technology fosters transparency, instills public trust, and strengthens the rule of law, ultimately reinforcing the core values of a just and equitable society.

We received a commitment from JCC project team for the new courthouse to assist us with the design, procurement, and installation of the AV upgrades after the project is completed. However, JCC Facilities also informed us that the AV upgrades cannot be included in the project and the Court is responsible for the cost of the upgrades.

The magnetic door locks allow a judge or other assigned user of a private office to keep their office door open when desired. Based on information we received from another court, without magnetic locks the



doors to chambers and private offices would need to always remain closed. Keeping a door held open using a doorstop would constitute a violation of the fire code.

The relocation consultant will assist the court in moving into the new building in the most efficient manner, saving time and money by planning for effective use of all resources.

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.

As noted above, we plan to use the funds to purchase items and services, necessary to continue operations, but not included in the new courthouse construction budget or the Court's annual operating budget. As an example, we are required to retain the services of a relocation company to complete the physical move, an item of expense for which we do not have in a typical budget. If the request is not approved, we will need to use TCTF funding to pay for these services, which would likely result in a reduction in services or staff. IT infrastructure such as servers and data storage arrays are critical to our operations. Without funding for this IT equipment, we will be required to repurpose existing equipment, which will be at end of life and possibly incompatible with the design of the network architecture in the new building.

The court's operations would face significant challenges if the AV upgrade request were not approved. The absence of video presentation capabilities could hamper the effective communication of complex evidence, potentially leading to less informed decisions. Without video conferencing, court proceedings would be less efficient, incurring higher costs and logistical difficulties for all parties involved.

Without the relocation consultant and funding for actual moving, the court risks an efficient and timely move into the new courthouse which could lead to delay in court proceedings.

The judges' chambers in the new courthouse are separated from the courtrooms and staff work areas by a secure hallway. The majority of our judges prefer leaving their doors open to staff while in chambers. In the absences of the judges, managers, and supervisors assigned to private offices would not be able to work in their offices with the door open.

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

If we are required to fund these extraordinary expenses with our current year TCTF allocation, we would need to consider reducing services and staff. A reduction in either of these areas would directly impact the level of service the court is able to provide the public and adversely impact access to justice.

If the court request for AV upgrades is not approved, we would not be able to provide the same level of remote access to proceedings as we currently provide. The lack of video presentation capabilities limit the parties' ability to present complex evidence in a comprehensible manner, potentially leading to misconceptions or unjust outcomes. Secondly, without video conferencing, attorneys, witnesses, parties, and experts might be unable to appear in court due to geographic and financial restrictions. Additionally, the absence of AV upgrades could exacerbate case backlogs, resulting in delayed resolutions and extended waiting times for individuals seeking justice. Overall, the denial of the court's request would undermine transparency, hinder efficiency, and diminish the public's confidence in the legal system, ultimately compromising access to justice for all.

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

We can keep the office equipment items and old servers and move them to the new building. This is not ideal because these items are past their useful life. The use of outdated equipment and obsolete technology would cause delays in services to the public.

We could purchase new equipment and store it until we move. This alternative would require us to lease storage space for the new equipment. In addition, the warranty periods for many of these items begin upon our receipt of the equipment and not installation. Some items may not be subject to vendor support by the time we move into the new courthouse.

The court just recently learned of the gap between the equipment included in the design of the new courthouse and the equipment we currently use in our courtrooms. We do not think we could address the design deficit using current year funding sources. Therefore, the only alternative would be to not make the upgrades, which would result in a diminished level of A/V functionality in the new courthouse, when compared to what is available in our current courthouse.

The court considered having staff work overtime to plan the move details, but with consolidation of five (5) court locations into one building, it is too much work for our limited facilities staff of four. We do not foresee needing another FTE once we are in the new building, so a one-time consultant beginning in a future fiscal year is the most fiscally responsible alternative. FHOB allows us to enter into a consulting agreement in the period needed for relocation Spring 2025.

#### 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 FY 22-23 Stanislaus FHOB Worksheets.

**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 FY 22-23 Stanislaus FHOB Worksheets.

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

See attached Amended FHOB Expenditures 2023 – Amended IT and Facilities 2023 tab.

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

See attached FY 22-23 Stanislaus FHOB Worksheets.

## 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	1,477,325							1,477,325
Revenues	29,366,004	1,208,792	1,257,525					31,832,321
Expenditures	28,608,926	1,106,221	1,335,578					31,050,725
Operating Transfers In (Out)	(253,261)	331,314	(78,053)					-
Ending Fund Balance	1,981,142	433,886	(156,107)	-	-	-	-	2,258,921

FY 2020-21	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance	2,258,921							2,258,921
Revenues	29,418,677	679,116	1,118,079					31,215,872
Expenditures	28,946,598	633,988	1,325,766					30,906,352
Operating Transfers In (Out)	(207,687)		207,687					-
Ending Fund Balance	2,523,314	45,128	-	-	-	-	-	2,568,441

FY 2021-22	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance	2,568,441							2,568,441
Revenues	32,343,985	995,115	1,253,535					34,592,635
Expenditures	31,267,348	906,314	1,386,277					33,559,939
Operating Transfers In (Out)	(132,742)		132,742					-
Ending Fund Balance	3,512,336	88,801	0	-	-	-	-	3,601,137

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

	FY 2023-24	▼	FUNDS						FY 2024-25
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General
<b>REVENUES</b>									
State Financing Sources	36,478,732							36,478,732	39,649,645
Grants			1,162,934					1,162,934	
Other Financing Sources	3,498,265							3,498,265	3,603,213
<b>TOTAL REVENUES</b>	<b>39,976,996</b>	<b>-</b>	<b>1,162,934</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>41,139,930</b>	<b>43,252,857</b>
<b>EXPENDITURES</b>									
Salaries	18,617,066		659,060					19,276,126	19,854,410
Staff Benefits	11,410,460		439,374					11,849,833	12,205,328
General Expense	2,338,106		25,000					2,363,106	2,433,999
Printing	153,250							153,250	157,848
Telecommunications	256,840		2,500					259,340	267,120
Postage	132,000							132,000	135,960
Insurance	14,000							14,000	14,420
Travel in State	41,750							41,750	43,003
Travel Out of State	3,000							3,000	3,090
Training	35,000							35,000	36,050
Security	82,545							82,545	85,021
Facilities Operations	824,191		12,000					836,191	861,277
Utilities	-							-	-
Contracted Services	2,974,965							2,974,965	3,064,214
Consulting and Professional Services - County Provided	1,788,253							1,788,253	1,841,901
Information Technology (IT)	2,371,529		25,000					2,396,529	2,468,425
Major Equipment	-							-	1,672,500
Other Items of Expense	8,200							8,200	8,446
Juror Costs	188,000							188,000	193,640
Other								-	-
Debt Service								-	-
Court Construction								-	540,000
Distributed Administration & Allocation								-	-
Prior Year Expense Adjustment								-	-
<b>TOTAL EXPENDITURES</b>	<b>41,239,154</b>	<b>-</b>	<b>1,162,934</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>42,402,088</b>	<b>45,886,650</b>
Operating Transfers In (Out)								-	
<b>Fund Balance (Deficit)</b>									
<b>Beginning Balance (Deficit)</b>	<b>4,395,091</b>							<b>4,395,091</b>	<b>3,132,934</b>
<b>Ending Balance (Deficit)</b>	<b>3,132,934</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3,132,934</b>	<b>499,140</b>

## Current detailed budget projection

		▼	FUNDS					Select Fiscal Year	▼
Description	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant
<b>REVENUES</b>									
State Financing Sources							39,649,645		
Grants		1,162,934					1,162,934		
Other Financing Sources							3,603,213		
<b>TOTAL REVENUES</b>	-	1,162,934	-	-	-	-	44,415,791	-	-
<b>EXPENDITURES</b>									
Salaries		659,060					20,513,470		
Staff Benefits		439,374					12,644,702		
General Expense		25,000					2,458,999		
Printing							157,848		
Telecommunications		2,500					269,620		
Postage							135,960		
Insurance							14,420		
Travel in State							43,003		
Travel Out of State							3,090		
Training							36,050		
Security							85,021		
Facilities Operations		12,000					873,277		
Utilities							-		
Contracted Services							3,064,214		
Consulting and Professional Services - County Provided							1,841,901		
Information Technology (IT)		25,000					2,493,425		
Major Equipment							1,672,500		
Other Items of Expense							8,446		
Juror Costs							193,640		
Other							-		
Debt Service							-		
Court Construction							540,000		
Distributed Administration & Allocation							-		
Prior Year Expense Adjustment							-		
<b>TOTAL EXPENDITURES</b>	-	1,162,934	-	-	-	-	47,049,584	-	-
Operating Transfers In (Out)							-		
<b>Fund Balance (Deficit)</b>									
<b>Beginning Balance (Deficit)</b>	-	-	-	-	-	-	3,132,934	499,140	-
<b>Ending Balance (Deficit)</b>	-	-	-	-	-	-	499,140	499,140	-

## Current detailed budget projection

	FUNDS						Select Fiscal Year	▼	
Description	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant
<b>REVENUES</b>									
State Financing Sources						-			
Grants						-			
Other Financing Sources						-			
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>									
Salaries						-			
Staff Benefits						-			
General Expense						-			
Printing						-			
Telecommunications						-			
Postage						-			
Insurance						-			
Travel in State						-			
Travel Out of State						-			
Training						-			
Security						-			
Facilities Operations						-			
Utilities						-			
Contracted Services						-			
Consulting and Professional Services - County Provided						-			
Information Technology (IT)						-			
Major Equipment						-			
Other Items of Expense						-			
Juror Costs						-			
Other						-			
Debt Service						-			
Court Construction						-			
Distributed Administration & Allocation						-			
Prior Year Expense Adjustment						-			
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)						-			
<b>Fund Balance (Deficit)</b>									
<b>Beginning Balance (Deficit)</b>	-	-	-	-	-	499,140	499,140	-	-
<b>Ending Balance (Deficit)</b>	-	-	-	-	-	499,140	499,140	-	-

## Current detailed budget projection

	FUNDS					Select Fiscal Year	▼	FUNDS	
Description	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects
<b>REVENUES</b>									
State Financing Sources					-				
Grants					-				
Other Financing Sources					-				
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>									
Salaries					-				
Staff Benefits					-				
General Expense					-				
Printing					-				
Telecommunications					-				
Postage					-				
Insurance					-				
Travel in State					-				
Travel Out of State					-				
Training					-				
Security					-				
Facilities Operations					-				
Utilities					-				
Contracted Services					-				
Consulting and Professional Services - County Provided					-				
Information Technology (IT)					-				
Major Equipment					-				
Other Items of Expense					-				
Juror Costs					-				
Other					-				
Debt Service					-				
Court Construction					-				
Distributed Administration & Allocation					-				
Prior Year Expense Adjustment					-				
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)					-				
<b>Fund Balance (Deficit)</b>									
<b>Beginning Balance (Deficit)</b>	-	-	-	-	499,140	499,140	-	-	-
<b>Ending Balance (Deficit)</b>	-	-	-	-	499,140	499,140	-	-	-

## Current detailed budget projection

					Select Fiscal Year	▼	FUNDS		
Description	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service
<b>REVENUES</b>									
State Financing Sources				-					
Grants				-					
Other Financing Sources				-					
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>									
Salaries				-					
Staff Benefits				-					
General Expense				-					
Printing				-					
Telecommunications				-					
Postage				-					
Insurance				-					
Travel in State				-					
Travel Out of State				-					
Training				-					
Security				-					
Facilities Operations				-					
Utilities				-					
Contracted Services				-					
Consulting and Professional Services - County Provided				-					
Information Technology (IT)				-					
Major Equipment				-					
Other Items of Expense				-					
Juror Costs				-					
Other				-					
Debt Service				-					
Court Construction				-					
Distributed Administration & Allocation				-					
Prior Year Expense Adjustment				-					
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)				-					
<b>Fund Balance (Deficit)</b>									
<b>Beginning Balance (Deficit)</b>	-	-	-	499,140	499,140	-	-	-	-
<b>Ending Balance (Deficit)</b>	-	-	-	499,140	499,140	-	-	-	-



## Current detailed budget projection

				Select Fiscal Year	▼	FUNDS			
Description	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary
<b>REVENUES</b>									
State Financing Sources			-						
Grants			-						
Other Financing Sources			-						
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>									
Salaries			-						
Staff Benefits			-						
General Expense			-						
Printing			-						
Telecommunications			-						
Postage			-						
Insurance			-						
Travel in State			-						
Travel Out of State			-						
Training			-						
Security			-						
Facilities Operations			-						
Utilities			-						
Contracted Services			-						
Consulting and Professional Services - County Provided			-						
Information Technology (IT)			-						
Major Equipment			-						
Other Items of Expense			-						
Juror Costs			-						
Other			-						
Debt Service			-						
Court Construction			-						
Distributed Administration & Allocation			-						
Prior Year Expense Adjustment			-						
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)			-						
<b>Fund Balance (Deficit)</b>									
<b>Beginning Balance (Deficit)</b>	-	-	499,140	499,140	-	-	-	-	-
<b>Ending Balance (Deficit)</b>	-	-	499,140	499,140	-	-	-	-	-

## Current detailed budget projection

			Select Fiscal Year	▼	FUNDS				
Description	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary
<b>REVENUES</b>									
State Financing Sources		-							
Grants		-							
Other Financing Sources		-							
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>									
Salaries		-							
Staff Benefits		-							
General Expense		-							
Printing		-							
Telecommunications		-							
Postage		-							
Insurance		-							
Travel in State		-							
Travel Out of State		-							
Training		-							
Security		-							
Facilities Operations		-							
Utilities		-							
Contracted Services		-							
Consulting and Professional Services - County Provided		-							
Information Technology (IT)		-							
Major Equipment		-							
Other Items of Expense		-							
Juror Costs		-							
Other		-							
Debt Service		-							
Court Construction		-							
Distributed Administration & Allocation		-							
Prior Year Expense Adjustment		-							
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)		-							
<b>Fund Balance (Deficit)</b>									
<b>Beginning Balance (Deficit)</b>	-	499,140	499,140	-	-	-	-	-	-
<b>Ending Balance (Deficit)</b>	-	499,140	499,140	-	-	-	-	-	-

## Current detailed budget projection

Description	TOTAL
<b>REVENUES</b>	
State Financing Sources	-
Grants	-
Other Financing Sources	-
<b>TOTAL REVENUES</b>	-
<b>EXPENDITURES</b>	
Salaries	-
Staff Benefits	-
General Expense	-
Printing	-
Telecommunications	-
Postage	-
Insurance	-
Travel in State	-
Travel Out of State	-
Training	-
Security	-
Facilities Operations	-
Utilities	-
Contracted Services	-
Consulting and Professional Services - County Provided	-
Information Technology (IT)	-
Major Equipment	-
Other Items of Expense	-
Juror Costs	-
Other	-
Debt Service	-
Court Construction	-
Distributed Administration & Allocation	-
Prior Year Expense Adjustment	-
<b>TOTAL EXPENDITURES</b>	-
Operating Transfers In (Out)	-
<b>Fund Balance (Deficit)</b>	
<b>Beginning Balance (Deficit)</b>	<b>499,140</b>
<b>Ending Balance (Deficit)</b>	<b>499,140</b>

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

Expenses Category		Amount
GL Account	Description	
900000	Salaries	
910000	Staff Benefits	
920001	General Expense	2,465,097
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)	135,000
945000	Major Equipment	1,672,500
950000	Other Items of Expense	
972000	Other	
973000	Debt Service	
983000	Court Construction	540,000
990000	Distributed Administration & Allocation	
<b>Total</b>		<b>4,837,597</b>

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

Original Request:

Description	FY 2021-22 ▼	FY 2022-23 ▼	FY 2023-24 ▼	FY 2024-25 ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Total
Contribution	739,168	962,647							1,701,815
Expenditures				1,701,815					1,701,815
Cumulative Balance	739,168	1,701,815	1,701,815	-	-	-	-	-	-

Amended request

Description	FY 2021-22 ▼	FY 2022-23 ▼	FY 2023-24 ▼	FY 2024-25 ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Total
Contribution	739,168	1,337,645							2,076,813
Expenditures				2,076,813					2,076,813
Cumulative Balance	739,168	2,076,813	2,076,813	-	-	-	-	-	-

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

Please check the type of request:

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

Sutter

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

Stephanie M. Hansel, Court Executive Officer

**CONTACT PERSON AND CONTACT INFO:**

Joe Azevedo, CFO; (530) 822-3340

**DATE OF SUBMISSION:**

9/11/2023

**TIME PERIOD COVERED BY THE REQUEST, INCLUDING CONTRIBUTION AND EXPENDITURE: FY 22-23 THROUGH FY 24-25**

**REQUESTED AMOUNT:**~~\$714,178.00~~**\$745,686.00**

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

The Court respectfully requests ~~\$714,178.00~~ **\$745,686.00** be held for the increased costs of previously planned technological enhancements and facilities modifications, infrastructure enhancements, new technology and facilities improvements, and replacing our aging court vehicle.

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

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

**Section I, Section IV.C, Identification of All Costs by Category and Amount, and Section IV.D, Funding and Expenditure Schedule.**

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

**The Court respectfully requests that the requested amount to be held be increased from \$714,178 to \$745,686. The additional \$31,508 was identified while finalizing fund balance cap calculations for Fiscal Year 2022-23.**

**SECTION III: TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE****A. Explain why the request does not fit within the court's annual operational budget process and the three-year encumbrance term.**

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

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

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

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

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

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

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

N/A

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

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

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

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

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

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

**SECTION IV: FINANCIAL INFORMATION**

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

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

N/A

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

N/A

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

See attachment.

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

See attachment.



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

Expenses Category		Amount
GL Account	Description	
900000	Salaries	
910000	Staff Benefits	
920001	General Expense	50,000
924000	Printing	
925000	Telecommunications	
926000	Postage	
928000	Insurance	
929000	Travel in State	
931000	Travel Out of State	
933000	Training	
934000	Security	
935000	Facilities Operations	75,000
936000	Utilities	
938000	Contracted Services	
940000	Consulting and Professional Services - County Provided	
943000	Information Technology (IT)	531,508
945000	Major Equipment	89,178
950000	Other Items of Expense	
972000	Other	
973000	Debt Service	
983000	Court Construction	
990000	Distributed Administration & Allocation	
<b>Total</b>		<b>745,686</b>

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

Original Request:

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

Amended request

Description	FY 2022-23 ▼	FY 2023-24 ▼	FY 2024-25 ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Total
Contribution	745,686								745,686
Expenditures		372,843	372,843						745,686
Cumulative Balance	745,686	372,843	-	-	-	-	-	-	-

## 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:**

Tehama

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

Kevin Harrigan, CEO

**CONTACT PERSON AND CONTACT INFO:** Angie Kiefer, CFO (530) 527-7163**DATE OF SUBMISSION:**

9/15/2023

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

JULY 1, 2018-JUNE 30, 2025

**REQUESTED AMOUNT:**

\$1,485,803

**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 Tehama Superior Court's long-term business objectives, cost savings measures, and technology goals, this application is submitted to have funds in the amount of \$1,485,803 held on its behalf. **The contribution to these projects in fiscal year 22-23 is \$80,316.** The total amount associated with the two projects listed below far exceed our 3% cap on fund balance (approximately \$235k). Those projects are:

Case management system improvement – Tehama Superior Court entered into a contract with Tyler Technologies, Inc. for Support Account Manager (SAM) services to enhance court operations through more effective and efficient use of the case management system. The project is now estimated to cost \$481,816 and is intended to deliver dedicated and customized services needed to expedite the implementation and utilization of various functionality and interfaces.

Records destruction and scanning project - The Court has accumulated a large volume of files over many years and would like to execute a plan to help modernize its records storage practices. This project will require some staff time, the use of a third-party vendor, and some new equipment in order to be fully completed. The total dollar amount associated with this endeavor is now estimated to be a total amount of \$1,003,987.

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

The dollar amounts in Section I (above) have been increased by a total of \$80,316 when compared to the previously approved application. If approved, the increased amount will be added to the funds available for the case management system improvement. Detailed financial information in sections IV.B, IV.C, and IV.D have all been amended to reflect the changes being sought.

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

The overall dollar amount of the previously approved request(s) is 1,405,487. This application seeks to increase the total by \$80,316 at the end of FY22-23, for a total amount of \$1,485,803. The case management system improvement project needs additional funds to be completed. There are no other changes being requested as part of this amended application.

**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 costs associated with each of these projects initially only made possible through the use of one-time monies available at the end of FY17-18. It was previously determined that one-time monies would be available for the case management system improvement project which is why the Court entered into a contractual agreement and encumbered the associated funds. Given that the project did not begin until October 2018, it has been determined that the utilization of this process (TCTF Funds Held On Behalf) would be the most appropriate way to account for, and set aside the monies.

#### **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?**

More effective use of our case management system should provide enhanced functionality, allow for staff efficiencies, as well as more timely and enhanced access to case information for justice partners and court users.

The records destruction and scanning project will modernize records storage methods and allow for case files to be more accessible.

**C. If a cost efficiency, please provide cost comparison (table template provided).** Staff time saved as a result of the case management system efficiencies will allow us to direct them towards other workload that requires attention. The records destruction and scanning project will allow the Court to eliminate the need to lease storage units, reduce staff time required to retrieve files, and reduce wait times for the public to gain access to case files.

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

Both projects are intended to better serve the public with more efficient operations through the better utilization of technology. That progress would be delayed and/or not possible as a result.

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

See answer D above.

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

The Court will always strive to provide and improve access to justice through efficient court operations. If the request is not approved, the Court will need to postpone the projects until sufficient funding is available. However, the current application to have funds held on our behalf is the most viable option to make these improvements to our operation.

#### **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. **Sec. IV.B has been amended to include FY 24-25.**

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

See attached. **Sec. IV.C has been amended to include the increase of \$80,316.**

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

See attached. **Sec. IV.D Amended Requests tab has been completed to increase the amount to be held by \$80,316, for a total amount of \$1,485,803.**

## 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	657,417	82,237	-					739,655
Revenues	4,817,544	120,906	405,121					5,343,571
Expenditures	4,523,080	92,371	422,702					5,038,152
Operating Transfers In (Out)	(17,581)		17,581					-
Ending Fund Balance	934,301	110,772	0	-	-	-	-	1,045,073

FY 2016-17	▼	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance	934,301	110,772	-					1,045,073
Revenues	4,418,691	104,783	552,081					5,075,555
Expenditures	4,496,332	70,659	601,980					5,168,970
Operating Transfers In (Out)	(49,899)		49,899					-
Ending Fund Balance	806,762	144,897	-	-	-	-	-	951,659

FY 2017-18	▼	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance	806,762	144,897	-					951,659
Revenues	4,706,213	63,113	224,120					4,993,445
Expenditures	4,763,502	30,886	246,375					5,040,763
Operating Transfers In (Out)	(22,634)	379	22,256					-
Ending Fund Balance	726,838	177,503	-	-	-	-	-	904,341

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

	FY 2017-18	▼	FUNDS						FY 2018-19
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General
<b>REVENUES</b>									
State Financing Sources	4,544,027	30,320						4,574,347	5,147,546
Grants			224,120					224,120	
Other Financing Sources	162,185	32,793						194,978	163,790
<b>TOTAL REVENUES</b>	<b>4,706,212</b>	<b>63,113</b>	<b>224,120</b>	-	-	-	-	<b>4,993,445</b>	<b>5,311,335</b>
<b>EXPENDITURES</b>									
Salaries	2,349,762	12,268	91,470					2,453,500	2,530,736
Staff Benefits	1,255,049	8,012	39,530					1,302,591	1,425,965
General Expense	118,983		342					119,325	186,544
Printing	6,692		53					6,745	14,213
Telecommunications	69,138							69,138	43,636
Postage	47,256							47,256	18,979
Insurance	6,607							6,607	3,930
Travel in State	6,786		3,462					10,248	4,817
Travel Out of State								-	-
Training	975		555					1,530	3,143
Security	490							490	420
Facilities Operations	112,341							112,341	128,668
Utilities								-	-
Contracted Services	644,483	5,500	86,867					736,850	724,899
Consulting and Professional Services - County Provided	26,439							26,439	28,510
Information Technology (IT)	114,790							114,790	415,085
Major Equipment	24,400							24,400	90,570
Other Items of Expense	1,339							1,339	1,172
Juror Costs	7,173							7,173	2,603
Other								-	
Debt Service								-	
Court Construction								-	
Distributed Administration & Allocation	(29,201)	5,105	24,096					(0)	(33,139)
Prior Year Expense Adjustment								-	
<b>TOTAL EXPENDITURES</b>	<b>4,763,502</b>	<b>30,885</b>	<b>246,375</b>	-	-	-	-	<b>5,040,762</b>	<b>5,590,751</b>
Operating Transfers In (Out)	(22,634)	379	22,256					0	(29,303)
<b>Fund Balance (Deficit)</b>									
<b>Beginning Balance (Deficit)</b>	<b>806,762</b>	<b>144,897</b>	<b>(1)</b>					<b>951,658</b>	<b>726,838</b>
<b>Ending Balance (Deficit)</b>	<b>726,838</b>	<b>177,503</b>	<b>-</b>	-	-	-	-	<b>904,341</b>	<b>418,119</b>

## Current detailed budget projection

		▼	FUNDS					FY 2019-20	▼
Description	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant
<b>REVENUES</b>									
State Financing Sources	35,202						5,182,747	5,628,123	33,084
Grants		203,832					203,832		
Other Financing Sources	30,719						194,509	169,775	168,206
<b>TOTAL REVENUES</b>	<b>65,921</b>	<b>203,832</b>	-	-	-	-	<b>5,581,088</b>	<b>5,797,897</b>	<b>201,290</b>
<b>EXPENDITURES</b>									
Salaries	11,991	87,716					2,630,443	2,570,551	41,728
Staff Benefits	8,883	48,504					1,483,352	1,510,589	12,533
General Expense		2,139					188,683	114,343	
Printing		-					14,213	8,934	
Telecommunications							43,636	42,349	
Postage							18,979	33,168	
Insurance							3,930	6,560	
Travel in State		3,879					8,696	1,753	
Travel Out of State							-	-	
Training		670					3,813	2,356	
Security							420	350	
Facilities Operations							128,668	125,861	
Utilities							-	-	
Contracted Services	5,750	61,184					791,833	700,620	106,674
Consulting and Professional Services - County Provided							28,510	27,780	
Information Technology (IT)							415,085	259,958	
Major Equipment							90,570	40,667	
Other Items of Expense							1,172	827	
Juror Costs							2,603	239	
Other							-		
Debt Service							-		
Court Construction							-		
Distributed Administration & Allocation	5,895	27,244					-	(36,660)	7,454
Prior Year Expense Adjustment							-		
<b>TOTAL EXPENDITURES</b>	<b>32,518</b>	<b>231,336</b>	-	-	-	-	<b>5,854,606</b>	<b>5,410,245</b>	<b>168,388</b>
Operating Transfers In (Out)	1,799	27,504					-	(32,778)	2,421
<b>Fund Balance (Deficit)</b>									
<b>Beginning Balance (Deficit)</b>	<b>177,503</b>	-	-	-	-	-	<b>904,341</b>	<b>418,119</b>	<b>212,705</b>
<b>Ending Balance (Deficit)</b>	<b>212,705</b>	-	-	-	-	-	<b>630,824</b>	<b>772,993</b>	<b>248,028</b>



## Current detailed budget projection

	FUNDS						FY 2020-21	▼	
Description	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant
<b>REVENUES</b>									
State Financing Sources						5,661,207	5,340,726	30,573	
Grants	199,535					199,535			175,378
Other Financing Sources						337,981	214,797	444,615	
<b>TOTAL REVENUES</b>	<b>199,535</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>6,198,722</b>	<b>5,555,523</b>	<b>475,188</b>	<b>175,378</b>
<b>EXPENDITURES</b>									
Salaries	93,327					2,705,606	2,560,365	93,438	93,140
Staff Benefits	52,705					1,575,827	1,587,966	19,385	71,037
General Expense	429					114,772	113,168		1,730
Printing	145					9,079	7,348		-
Telecommunications						42,349	37,435		
Postage						33,168	22,900		
Insurance						6,560	9,329		
Travel in State	3,341					5,094	-		-
Travel Out of State						-	-		
Training	565					2,921	2,911		-
Security						350	420		
Facilities Operations						125,861	294,104		
Utilities						-			
Contracted Services	50,172					857,466	684,270	321,301	52,909
Consulting and Professional Services - County Provided						27,780	29,252		
Information Technology (IT)						259,958	249,915		
Major Equipment						40,667	-		
Other Items of Expense						827	1,076		
Juror Costs						239	986		
Other						-			
Debt Service						-			
Court Construction						-			
Distributed Administration & Allocation	29,206					0	(45,480)	12,645	32,835
Prior Year Expense Adjustment						-	3,838		
<b>TOTAL EXPENDITURES</b>	<b>229,892</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>5,808,525</b>	<b>5,559,803</b>	<b>446,769</b>	<b>251,651</b>
Operating Transfers In (Out)	30,357					-	(79,857)	3,584	76,273
<b>Fund Balance (Deficit)</b>									
<b>Beginning Balance (Deficit)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>630,824</b>	<b>772,993</b>	<b>248,028</b>	<b>-</b>
<b>Ending Balance (Deficit)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,021,021</b>	<b>688,856</b>	<b>280,031</b>	<b>-</b>

## Current detailed budget projection

	FUNDS					FY 2021-22	▼	FUNDS	
Description	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects
<b>REVENUES</b>									
State Financing Sources					5,371,299	6,088,840	224,624		
Grants					175,378			199,262	
Other Financing Sources					659,412	495,979	311,612		
<b>TOTAL REVENUES</b>	-	-	-	-	6,206,089	6,584,819	536,236	199,262	-
<b>EXPENDITURES</b>									
Salaries					2,746,943	2,789,930	65,912	90,939	
Staff Benefits					1,678,388	1,686,746	26,035	81,021	
General Expense					114,898	185,728		4,341	
Printing					7,348	5,460		120	
Telecommunications					37,435	36,479			
Postage					22,900	23,584			
Insurance					9,329	13,301			
Travel in State					-	7,758		-	
Travel Out of State					-	-			
Training					2,911	2,434		-	
Security					420	1,811			
Facilities Operations					294,104	151,938			
Utilities					-				
Contracted Services					1,058,480	857,976	398,215	52,346	
Consulting and Professional Services - County Provided					29,252	42,164			
Information Technology (IT)					249,915	368,528			
Major Equipment					-	-			
Other Items of Expense					1,076	4,953			
Juror Costs					986	3,947			
Other					-				
Debt Service					-				
Court Construction					-				
Distributed Administration & Allocation					-	(52,223)	17,831	34,392	
Prior Year Expense Adjustment					3,838	53,410		(2,715)	
<b>TOTAL EXPENDITURES</b>	-	-	-	-	6,258,223	6,183,924	507,993	260,444	-
Operating Transfers In (Out)					-	(64,819)	3,636	61,183	
<b>Fund Balance (Deficit)</b>									
<b>Beginning Balance (Deficit)</b>	-	-	-	-	1,021,021	688,856	280,031	-	-
<b>Ending Balance (Deficit)</b>	-	-	-	-	968,887	1,024,932	311,910	1	-

## Current detailed budget projection

					FY 2022-23	▼	FUNDS		
Description	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service
<b>REVENUES</b>									
State Financing Sources				6,313,464	6,459,721	30,573			
Grants				199,262			200,000		
Other Financing Sources				807,591	495,979	444,615			
<b>TOTAL REVENUES</b>	-	-	-	7,320,317	6,955,700	475,188	200,000	-	-
<b>EXPENDITURES</b>									
Salaries				2,946,781	2,845,729	67,230	60,000		
Staff Benefits				1,793,802	1,720,481	26,556	51,021		
General Expense				190,069	190,000		4,341		
Printing				5,580	7,755		-		
Telecommunications				36,479	39,000				
Postage				23,584	24,000				
Insurance				13,301	11,500				
Travel in State				7,758	-		-		
Travel Out of State				-	-				
Training				2,434	5,000		-		
Security				1,811	2,500				
Facilities Operations				151,938	165,000				
Utilities				-					
Contracted Services				1,308,537	1,234,270	415,000	55,000		
Consulting and Professional Services - County Provided				42,164	45,000				
Information Technology (IT)				368,528	535,000				
Major Equipment				-	-				
Other Items of Expense				4,953	5,000				
Juror Costs				3,947	4,000				
Other				-					
Debt Service				-					
Court Construction				-					
Distributed Administration & Allocation				-	(36,660)	7,454	29,206		
Prior Year Expense Adjustment				50,695					
<b>TOTAL EXPENDITURES</b>	-	-	-	6,952,361	6,797,575	516,240	199,568	-	-
Operating Transfers In (Out)				-					
<b>Fund Balance (Deficit)</b>									
<b>Beginning Balance (Deficit)</b>	-	-	-	968,887	1,024,932	311,910	1	-	-
<b>Ending Balance (Deficit)</b>	-	-	-	1,336,843	1,183,057	270,858	433	-	-

## Current detailed budget projection

				FY 2023-24	▼	FUNDS			
Description	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary
<b>REVENUES</b>									
State Financing Sources			6,490,294	6,632,721	30,573				
Grants			200,000			200,000			
Other Financing Sources			940,594	495,979	444,615				
<b>TOTAL REVENUES</b>	-	-	7,630,888	7,128,700	475,188	200,000	-	-	-
<b>EXPENDITURES</b>									
Salaries			2,972,959	3,002,244	70,928	76,000			
Staff Benefits			1,798,058	1,900,000	26,556	65,000			
General Expense			194,341	195,000		4,341			
Printing			7,755	7,800					
Telecommunications			39,000	57,000					
Postage			24,000	24,000					
Insurance			11,500	17,500					
Travel in State			-	22,000					
Travel Out of State			-						
Training			5,000	7,500					
Security			2,500	2,500					
Facilities Operations			165,000	130,000					
Utilities			-						
Contracted Services			1,704,270	1,312,500	599,000	55,000			
Consulting and Professional Services - County Provided			45,000	46,000					
Information Technology (IT)			535,000	245,000					
Major Equipment			-						
Other Items of Expense			5,000	5,000					
Juror Costs			4,000	4,000					
Other			-						
Debt Service			-						
Court Construction			-						
Distributed Administration & Allocation			-						
Prior Year Expense Adjustment			-						
<b>TOTAL EXPENDITURES</b>	-	-	7,513,382	6,978,044	696,484	200,341	-	-	-
Operating Transfers In (Out)			-						
<b>Fund Balance (Deficit)</b>									
<b>Beginning Balance (Deficit)</b>	-	-	1,336,843	1,183,057	270,858	433	-	-	-
<b>Ending Balance (Deficit)</b>	-	-	1,454,348	1,333,714	49,562	92	-	-	-

## Current detailed budget projection

			FY 2024-25	▼	FUNDS				
Description	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary
<b>REVENUES</b>									
State Financing Sources		6,663,294	6,632,721	30,573					
Grants		200,000			200,000				
Other Financing Sources		940,594	495,579	444,615					
<b>TOTAL REVENUES</b>	-	7,803,888	7,128,300	475,188	200,000	-	-	-	-
<b>EXPENDITURES</b>									
Salaries		3,149,172	3,062,289	72,346	76,000				
Staff Benefits		1,991,556	1,900,000	26,556	65,000				
General Expense		199,341	195,000		4,341				
Printing		7,800	7,800						
Telecommunications		57,000	57,000						
Postage		24,000	24,000						
Insurance		17,500	17,500						
Travel in State		22,000	22,000						
Travel Out of State		-							
Training		7,500	7,500						
Security		2,500	2,500						
Facilities Operations		130,000	130,000						
Utilities		-							
Contracted Services		1,966,500	1,312,500	425,000	54,751				
Consulting and Professional Services - County Provided		46,000	46,000						
Information Technology (IT)		245,000	245,000						
Major Equipment		-							
Other Items of Expense		5,000	5,000						
Juror Costs		4,000	4,000						
Other		-							
Debt Service		-							
Court Construction		-							
Distributed Administration & Allocation		-							
Prior Year Expense Adjustment		-							
<b>TOTAL EXPENDITURES</b>	-	7,874,869	7,038,089	523,902	200,092	-	-	-	-
Operating Transfers In (Out)		-							
<b>Fund Balance (Deficit)</b>									
<b>Beginning Balance (Deficit)</b>	-	1,454,348	1,333,714	49,562	92	-	-	-	-
<b>Ending Balance (Deficit)</b>	-	1,383,368	1,423,925	848	-	-	-	-	-

## Current detailed budget projection

Description	TOTAL
<b>REVENUES</b>	
State Financing Sources	6,663,294
Grants	200,000
Other Financing Sources	940,194
<b>TOTAL REVENUES</b>	<b>7,803,488</b>
<b>EXPENDITURES</b>	
Salaries	3,210,635
Staff Benefits	1,991,556
General Expense	199,341
Printing	7,800
Telecommunications	57,000
Postage	24,000
Insurance	17,500
Travel in State	22,000
Travel Out of State	-
Training	7,500
Security	2,500
Facilities Operations	130,000
Utilities	-
Contracted Services	1,792,251
Consulting and Professional Services - County Provided	46,000
Information Technology (IT)	245,000
Major Equipment	-
Other Items of Expense	5,000
Juror Costs	4,000
Other	-
Debt Service	-
Court Construction	-
Distributed Administration & Allocation	-
Prior Year Expense Adjustment	-
<b>TOTAL EXPENDITURES</b>	<b>7,762,083</b>
Operating Transfers In (Out)	-
<b>Fund Balance (Deficit)</b>	
<b>Beginning Balance (Deficit)</b>	<b>1,383,368</b>
<b>Ending Balance (Deficit)</b>	<b>1,424,773</b>

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

Expenses Category		Amount
GL Account	Description	
900000	Salaries	162,315
910000	Staff Benefits	36,000
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	10,800
936000	Utilities	
938000	Contracted Services	1,266,067
940000	Consulting and Professional Services - County Provided	
943000	Information Technology (IT)	
945000	Major Equipment	10,621
950000	Other Items of Expense	
972000	Other	
973000	Debt Service	
983000	Court Construction	
990000	Distributed Administration & Allocation	
<b>Total</b>		<b>1,485,803</b>

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	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Total
Contribution	326,538								326,538
Expenditures		175,000	151,538						326,538
Cumulative Balance	326,538	151,538	-	-	-	-	-	-	-

Amended request

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	Total
Contribution	325,621	160,305	217,950	205,914	495,697	80,316			1,485,803
Expenditures		100,790	130,941	93,011	231,110	149,619	728,832	51,500	1,485,803
Cumulative Balance	325,621	385,136	472,145	585,048	849,635	780,332	51,500	-	-



## ***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*)