



## JUDICIAL COUNCIL OF CALIFORNIA

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# REPORT TO THE JUDICIAL COUNCIL

*Item No.: 22-017*

For business meeting on January 21, 2022

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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 21, 2022

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

None

**Date of Report**

December 14, 2021

**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 eight new and three amended Trial Court Trust Fund funds to be held on behalf of the trial courts requests totaling \$5.1 million from seven trial courts. Under the Judicial Council–adopted process, a court may request reduced funding as a result of the court exceeding the 3 percent fund balance cap, to be retained in the Trial Court Trust Fund for the benefit of that court.

### Recommendation

Based on actions taken at its meeting on October 21, 2021, the Fiscal Planning Subcommittee of the Trial Court Budget Advisory Committee recommends that the Judicial Council, effective January 21, 2022, approve:

1. New requests totaling \$3 million (Attachment A), as follows:
  - a. \$32,000 request from Imperial Superior Court to purchase courtroom furniture for the El Centro, Brawley, and Winterhaven courthouses (Attachment B);

- b. \$42,000 request from Imperial Superior Court for exterior cleaning and improvements to the El Centro courthouse (Attachment C);
  - c. \$199,000 request from Imperial Superior Court for audio visual upgrades, data center appliances, networking equipment, and software licenses (Attachment D);
  - d. \$381,000 request from Kings Superior Court for a new case management system (Attachment E);
  - e. \$111,000 request from Mono Superior Court to replace its outdated overhead projection televisions with light-emitting diode (LED) screens (Attachment F);
  - f. \$507,000 request from Monterey Superior Court for equipping and furnishing the new Family Justice Center and Civil courthouse (Attachment G);
  - g. \$221,000 request from Monterey Superior Court to upgrade the power infrastructure and data center located in the court's King City facility (Attachment H); and
  - h. \$1.5 million request from San Benito Superior Court to digitize physical case files held at an off-site storage facility and to destroy case files that are beyond their retention period (Attachment I).
2. Amended requests totaling \$2.1 million (Attachment J), as follows:
- a. Request from Calaveras Superior Court to spend the remaining unused funds from a previously approved \$244,000 request on an alternate project. The cost of the initial project was less than anticipated leaving a funds held on behalf balance of \$139,000. The court would like to use the remaining balance to update the audio and video equipment for four courtrooms (Attachment K);
  - b. Request from Monterey Superior Court to hold additional funds from its 2020-21 fund balance in excess of the 3 percent cap in the amount of \$78,000. This amended request adds to the \$169,000 to expand services at King City courthouse. The total amount to be held is \$247,000 (Attachment L); and
  - c. Request from Shasta Superior Court to hold additional funds from its 2020-21 fund balance in excess of the 3 percent cap in the amount of \$1.1 million. This amendment adds to the \$472,000 request originally submitted in July 2020 for facility and courtroom modifications and purchases. The total amount to be held is \$1.6 million (Attachment M).

## **Relevant Previous Council Action**

On April 15, 2016, the council approved the Trial Court Budget Advisory Committee's (TCBAC's) recommended process, criteria, and required information for trial courts to request that Trial Court Trust Fund (TCTF)–reduced allocations related to the fund balance cap be

retained in the TCTF as restricted fund balance for the benefit of those courts.<sup>1</sup> This retention allows the courts to prudently plan for and fund necessary court infrastructure projects such as (1) technology or infrastructure improvements; (2) facilities maintenance and repair allowed under California Rules of Court, rule 10.810; (3) court efficiency projects; and (4) other projects that would not be possible as an unintended consequence of the fund balance cap.

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

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

Fund Balance Year	# of Trial Courts	Amount
2015–16	15	\$7.8 Million
2016–17	14	\$6.9 Million
2017–18	11	\$1.6 Million
2018–19	10	\$6.4 Million
2019–20	15	\$6.1 Million
2020–21	13	\$7.4 Million

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

## Analysis/Rationale

A TCTF fund balance held on behalf of the trial courts allows the courts to meet contractual obligations and fund necessary court infrastructure projects, such as technology improvements or

<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>.

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

infrastructure, rule 10.810—allowable facilities maintenance and repair, court efficiency projects, and other court infrastructure projects in which the work extends beyond the three-year term of the contract encumbrance.

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

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

### **Policy implications**

None.

### **Comments**

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

### **Alternatives considered**

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

### **Fiscal and Operational Impacts**

Allocating the requested funds incurs no additional cost to the courts, and workload associated with monitoring and tracking the FHOB requests is absorbed by Judicial Council staff. If the requests are not approved, the courts’ budgets would be adversely affected as well as the courts’ ability to serve the public adequately and efficiently.

### **Attachments and Links**

1. Attachment A Summary of New Requests
2. Attachment B: Application—Imperial Superior Court request
3. Attachment C: Application—Imperial Superior Court request

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<sup>3</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.

4. Attachment D: Application—Imperial Superior Court request
5. Attachment E: Application—Kings Superior Court request
6. Attachment F: Application—Mono Superior Court request
7. Attachment G: Application—Monterey Superior Court request
8. Attachment H: Application—Monterey Superior Court request
9. Attachment I: Application—San Benito Superior Court request
10. Attachment J: Summary of Amended Requests
11. Attachment K: Application—Calaveras Superior Court request
12. Attachment L: Application—Monterey Superior Court request
13. Attachment M: Application—Shasta Superior Court request
14. Attachment N: *Summary of Recommended Process, Criteria, and Required Information for Trial Court Trust Fund Fund Balance Held on Behalf of the Courts*

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

**Table 1: New Requests for January 21, 2022 Judicial Council Meeting**

Court	Amount Requested	Category	High Level Summary
Imperial	32,000	Facility	Courtroom furniture
Imperial	42,000	Facility	Courtroom cleaning and improvements
Imperial	198,916	IT	Audio visual upgrades
Kings	380,546	IT	Case Management System
Mono	111,057	Technology	Replace outdated overhead projection televisions with LED screens
Monterey	507,403	Facility	Equipping and furnishing the new Family Justice Center and Civil courthouse
Monterey	221,492	Technology	Upgrades to the power infrastructure and data center
San Benito	1,503,404	Technology	Digitize physical case files
<b><u>2,996,818</u></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:**

Imperial

**PERSON AUTHORIZING REQUEST** (Presiding Judge or Court Executive Officer):  
Maria Rhinehart, Court Executive Officer**CONTACT PERSON AND CONTACT INFO:**Rodolfo Quintero; [rquintero@imperial.courts.ca.gov](mailto:rquintero@imperial.courts.ca.gov); 760-336-3520**DATE OF SUBMISSION:**

9/20/2021

**TIME PERIOD COVERED BY THE REQUEST, INCLUDING CONTRIBUTION AND EXPENDITURE:** CONTRIBUTION 20/21 \$32,000, EXPENDITURE 21/22 \$32,000**REQUESTED AMOUNT:**

\$32,000

**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.):

El Centro Courthouse Judges desk replacements for Department 5 and Department 7. Current chambers desk are extremely out dated and past their warranty with un-repairable portions of the desk making drawers non-operating.

El Centro, Brawley, and Winterhaven Courthouses chairs replacement. Current chairs are past their warranty's and have worn out cushions, torn arm rest, and non-operating ergonomic functions that are needed for all to work schedules in the Court rooms.

Replace furniture from HR Department Training Room. All the pieces of furniture have more than 10 years of use. We need to change the set up in the training room in order to provide better trainings to employees.

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

N/A

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

N/A

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

During the FY 20/21, Covid-19 affected our Funding allocations and all our sources of income. Covid-19 will affect our Revenue this fiscal year too.

**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 comfortable seats would enhance the work place, lifting the moral for employees. We will be able to provide better trainings to the employees.

**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.**

Our goal is to keep improving our working environment

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

Our goal is to keep improving our working environment.

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

This is our only alternative; Covid-19 affected our Funding allocations for the FY 20-21 and it will affect other sources of income during the FY 21/22.

**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 TCTF Funds held on behalf tables Template – Sec. IV. A Tab**

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

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

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

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

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

**See attached TCTF Funds held on behalf tables Template – Sec. IV. D Tab**

If a cost efficiency, please provide cost comparison

Status Quo		Select Fiscal Year ▼	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				
	Consulting and Professional Services - County Provided				
940000					
943000	Information Technology (IT)				
945000	Major Equipment				
950000	Other Items of Expense				
972000	Other				
973000	Debt Service				
983000	Court Construction				
990000	Distributed Administration & Allocation				
Net Revenue (Expense)		-	-	-	-

  

Proposed Project					
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				
	Consulting and Professional Services - County Provided				
940000					
943000	Information Technology (IT)				
945000	Major Equipment				
950000	Other Items of Expense				
972000	Other				
973000	Debt Service				
983000	Court Construction				
990000	Distributed Administration & Allocation				
Net Revenue (Expense)		-	-	-	-

  

Cumulative Cost Savings		-	-	-	-
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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 2020-21 ▼	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
<b>Beginning Balance</b>	<b>2,542,903</b>	<b>729,192</b>						<b>3,272,095</b>
Revenues	10,676,149	1,123,821	252,243					<b>12,052,213</b>
Expenditures	10,691,696	1,177,677	363,933					<b>12,233,306</b>
Operating Transfers In (Out)	(184,953)	73,263	111,690					-
<b>Ending Fund Balance</b>	<b>2,342,403</b>	<b>748,599</b>	-	-	-	-	-	<b>3,091,002</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>1,699,911</b>	<b>666,212</b>	-					<b>2,366,123</b>
Revenues	11,449,114	1,078,890	312,422					<b>12,840,426</b>
Expenditures	10,500,033	1,070,017	364,404					<b>11,934,454</b>
Operating Transfers In (Out)	(106,089)	54,107	51,982					-
<b>Ending Fund Balance</b>	<b>2,542,903</b>	<b>729,192</b>	-	-	-	-	-	<b>3,272,095</b>

FY 2018-19 ▼	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
<b>Beginning Balance</b>	<b>1,407,155</b>	<b>591,563</b>	-					<b>1,998,718</b>
Revenues	11,108,218	1,134,004	346,221					<b>12,588,443</b>
Expenditures	10,728,937	1,081,478	410,623					<b>12,221,038</b>
Operating Transfers In (Out)	(86,525)	22,123	64,402					-
<b>Ending Fund Balance</b>	<b>1,699,911</b>	<b>666,212</b>	-	-	-	-	-	<b>2,366,123</b>



**Sec. IV.B**  
Attachment B

	FY 2021-22		FUNDS					
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources	11,553,215	75,000						11,628,215
Grants			260,000					260,000
Other Financing Sources	270,000	1,080,000						1,350,000
TOTAL REVENUES	11,823,215	1,155,000	260,000	-	-	-	-	13,238,215
EXPENDITURES								
Salaries	5,850,000	550,000	301,400					6,701,400
Staff Benefits	3,209,315	305,800	100,000					3,615,115
General Expense	450,000	13,000	22,000					485,000
Printing	6,000	300						6,300
Telecommunications	50,000	3,000						53,000
Postage	85,000	5,000						90,000
Insurance	14,500	900						15,400
Travel in State	900							900
Travel Out of State								-
Training	6,000							6,000
Security	360,000	1,500	8,000					369,500
Facilities Operations	303,500	75,000						378,500
Utilities								-
Contracted Services	575,000	350,000	5,500					930,500
Consulting and Professional Services - County Provided	7,000							7,000
Information Technology (IT)	395,000	30,000	100					425,100
Major Equipment	120,000	500						120,500
Other Items of Expense	12,000	2,000						14,000
Juror Costs	20,000							20,000
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation	160,000	(100,000)	(60,000)					-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	11,624,215	1,237,000	377,000	-	-	-	-	13,238,215
Operating Transfers In (Out)	(199,000)	82,000	117,000					-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	2,342,403	748,599	-	-	-	-	-	3,091,002
Ending Balance (Deficit)	2,342,403	748,599	-	-	-	-	-	3,091,002

**Sec. IV.B**  
Attachment B

	FY 2022-23		FUNDS					
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources	11,553,215	75,000						11,628,215
Grants			260,000					260,000
Other Financing Sources	270,000	1,080,000						1,350,000
TOTAL REVENUES	11,823,215	1,155,000	260,000	-	-	-	-	13,238,215
EXPENDITURES								
Salaries	5,850,000	550,000	301,400					6,701,400
Staff Benefits	3,209,315	305,800	100,000					3,615,115
General Expense	450,000	13,000	22,000					485,000
Printing	6,000	300						6,300
Telecommunications	50,000	3,000						53,000
Postage	85,000	5,000						90,000
Insurance	14,500	900						15,400
Travel in State	900							900
Travel Out of State								-
Training	6,000							6,000
Security	360,000	1,500	8,000					369,500
Facilities Operations	303,500	75,000						378,500
Utilities								-
Contracted Services	575,000	350,000	5,500					930,500
Consulting and Professional Services - County Provided	7,000							7,000
Information Technology (IT)	395,000	30,000	100					425,100
Major Equipment	120,000	500						120,500
Other Items of Expense	12,000	2,000						14,000
Juror Costs	20,000							20,000
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation	160,000	(100,000)	(60,000)					-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	11,624,215	1,237,000	377,000	-	-	-	-	13,238,215
Operating Transfers In (Out)	(199,000)	82,000	117,000					-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	2,342,403	748,599	-	-	-	-	-	3,091,002
Ending Balance (Deficit)	2,342,403	748,599	-	-	-	-	-	3,091,002

**Sec. IV.B**  
Attachment B

	FY 2023-24		FUNDS					
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources	11,553,215	75,000						11,628,215
Grants			260,000					260,000
Other Financing Sources	270,000	1,080,000						1,350,000
TOTAL REVENUES	11,823,215	1,155,000	260,000	-	-	-	-	13,238,215
EXPENDITURES								
Salaries	5,850,000	550,000	301,400					6,701,400
Staff Benefits	3,209,315	305,800	100,000					3,615,115
General Expense	450,000	13,000	22,000					485,000
Printing	6,000	300						6,300
Telecommunications	50,000	3,000						53,000
Postage	85,000	5,000						90,000
Insurance	14,500	900						15,400
Travel in State	900							900
Travel Out of State								-
Training	6,000							6,000
Security	360,000	1,500	8,000					369,500
Facilities Operations	303,500	75,000						378,500
Utilities								-
Contracted Services	575,000	350,000	5,500					930,500
Consulting and Professional Services - County Provided	7,000							7,000
Information Technology (IT)	395,000	30,000	100					425,100
Major Equipment	120,000	500						120,500
Other Items of Expense	12,000	2,000						14,000
Juror Costs	20,000							20,000
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation	160,000	(100,000)	(60,000)					-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	11,624,215	1,237,000	377,000	-	-	-	-	13,238,215
Operating Transfers In (Out)	(199,000)	82,000	117,000					-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	2,342,403	748,599	-	-	-	-	-	3,091,002
Ending Balance (Deficit)	2,342,403	748,599	-	-	-	-	-	3,091,002



**Sec. IV.B**  
Attachment B

	FY 2024-25		FUNDS					
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources	11,553,215	75,000						11,628,215
Grants			260,000					260,000
Other Financing Sources	270,000	1,080,000						1,350,000
TOTAL REVENUES	11,823,215	1,155,000	260,000	-	-	-	-	13,238,215
EXPENDITURES								
Salaries	5,850,000	550,000	301,400					6,701,400
Staff Benefits	3,209,315	305,800	100,000					3,615,115
General Expense	450,000	13,000	22,000					485,000
Printing	6,000	300						6,300
Telecommunications	50,000	3,000						53,000
Postage	85,000	5,000						90,000
Insurance	14,500	900						15,400
Travel in State	900							900
Travel Out of State								-
Training	6,000							6,000
Security	360,000	1,500	8,000					369,500
Facilities Operations	303,500	75,000						378,500
Utilities								-
Contracted Services	575,000	350,000	5,500					930,500
Consulting and Professional Services - County Provided	7,000							7,000
Information Technology (IT)	395,000	30,000	100					425,100
Major Equipment	120,000	500						120,500
Other Items of Expense	12,000	2,000						14,000
Juror Costs	20,000							20,000
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation	160,000	(100,000)	(60,000)					-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	11,624,215	1,237,000	377,000	-	-	-	-	13,238,215
Operating Transfers In (Out)	(199,000)	82,000	117,000					-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	2,342,403	748,599	-	-	-	-	-	3,091,002
Ending Balance (Deficit)	2,342,403	748,599	-	-	-	-	-	3,091,002

## 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>	2,342,403	748,599	-	-	-	-	-	3,091,002
<b>Ending Balance (Deficit)</b>	2,342,403	748,599	-	-	-	-	-	3,091,002

## 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>	2,342,403	748,599	-	-	-	-	-	3,091,002
<b>Ending Balance (Deficit)</b>	2,342,403	748,599	-	-	-	-	-	3,091,002

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

Sec. IV.B  
Attachment 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>	2,342,403	748,599	-	-	-	-	-	3,091,002
<b>Ending Balance (Deficit)</b>	2,342,403	748,599	-	-	-	-	-	3,091,002

## 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	32,000
924000	Printing	
925000	Telecommunications	
926000	Postage	
928000	Insurance	
929000	Travel in State	
931000	Travel Out of State	
933000	Training	
934000	Security	
935000	Facilities Operations	
936000	Utilities	
938000	Contracted Services	
940000	Consulting and Professional Services - County Provided	
943000	Information Technology (IT)	
945000	Major Equipment	
950000	Other Items of Expense	
972000	Other	
973000	Debt Service	
983000	Court Construction	
990000	Distributed Administration & Allocation	
<b>Total</b>		<b>32,000</b>

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

Description	FY 2020-21 ▼	FY 2021-22 ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Total
Contribution	32,000								32,000
Expenditures		32,000							32,000
Cumulative Balance	32,000	-	-	-	-	-	-	-	-

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

Original Request:

[illegible]

Amended request

[illegible]

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

Please check the type of request:

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

Imperial

**PERSON AUTHORIZING REQUEST** (Presiding Judge or Court Executive Officer):  
Maria Rhinehart, Court Executive Officer**CONTACT PERSON AND CONTACT INFO:**Rodolfo Quintero; [rquintero@imperial.courts.ca.gov](mailto:rquintero@imperial.courts.ca.gov); 760-336-3520**DATE OF SUBMISSION:**

9/20/2021

**TIME PERIOD COVERED BY THE REQUEST, INCLUDING CONTRIBUTION AND EXPENDITURE: CONTRIBUTION 20/21 \$42,000, EXPENDITURE 21/22 \$42,000****REQUESTED AMOUNT:****\$42,000****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.):

- El Centro Courthouse Exterior Improvements-Media blast concrete steps to remove old adhesive, gum, and old paint. Also, remove the polish surface of the concrete due to 97 years of use. Media blasting the building's exterior steps will bring a new appearance and provide a non-slip surface(help prevent any slipping hazards)
- El Centro Courthouse Human Resources Dept.-Painting and minor wall repairs, current offices have same paint, wall finish, and previous tenants wall markings from 20years ago when County DA occupied the area.
- Replacement of signs and exterior light fixtures

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

N/A

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

N/A

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

During the FY 20/21, Covid-19 affected our Funding allocations and all our sources of income. Covid-19 will affect our Revenue this fiscal year too.



## 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?**

These projects will help us to provide a better safety environment to the Public and Employees.

- 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.**

Our goal is to keep improving our working environment

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

Our goal is to keep improving our working environment.

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

This is our only alternative; Covid-19 affected our Funding allocations for the FY 20-21 and it will affect other sources of income during the FY 21/22.

### 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 TCTF Funds held on behalf tables Template – Sec. IV. A Tab

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

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

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

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

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

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



If a cost efficiency, please provide cost comparison

Status Quo		Select Fiscal Year ▼	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				
	Consulting and Professional Services - County Provided				
940000					
943000	Information Technology (IT)				
945000	Major Equipment				
950000	Other Items of Expense				
972000	Other				
973000	Debt Service				
983000	Court Construction				
990000	Distributed Administration & Allocation				
<b>Net Revenue (Expense)</b>		-	-	-	-

  

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				
	Consulting and Professional Services - County Provided				
940000					
943000	Information Technology (IT)				
945000	Major Equipment				
950000	Other Items of Expense				
972000	Other				
973000	Debt Service				
983000	Court Construction				
990000	Distributed Administration & Allocation				
<b>Net Revenue (Expense)</b>		-	-	-	-

  

<b>Cumulative Cost Savings</b>	-	-	-	-
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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 2020-21	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
<b>Beginning Balance</b>	<b>2,542,903</b>	<b>729,192</b>						<b>3,272,095</b>
Revenues	10,676,149	1,123,821	252,243					<b>12,052,213</b>
Expenditures	10,691,696	1,177,677	363,933					<b>12,233,306</b>
Operating Transfers In (Out)	(184,953)	73,263	111,690					-
<b>Ending Fund Balance</b>	<b>2,342,403</b>	<b>748,599</b>	-	-	-	-	-	<b>3,091,002</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>1,699,911</b>	<b>666,212</b>	-					<b>2,366,123</b>
Revenues	11,449,114	1,078,890	312,422					<b>12,840,426</b>
Expenditures	10,500,033	1,070,017	364,404					<b>11,934,454</b>
Operating Transfers In (Out)	(106,089)	54,107	51,982					-
<b>Ending Fund Balance</b>	<b>2,542,903</b>	<b>729,192</b>	-	-	-	-	-	<b>3,272,095</b>

FY 2018-19	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
<b>Beginning Balance</b>	<b>1,407,155</b>	<b>591,563</b>	-					<b>1,998,718</b>
Revenues	11,108,218	1,134,004	346,221					<b>12,588,443</b>
Expenditures	10,728,937	1,081,478	410,623					<b>12,221,038</b>
Operating Transfers In (Out)	(86,525)	22,123	64,402					-
<b>Ending Fund Balance</b>	<b>1,699,911</b>	<b>666,212</b>	-	-	-	-	-	<b>2,366,123</b>



**Sec. IV.B**  
Attachment C

	FY 2021-22		FUNDS					
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources	11,553,215	75,000						11,628,215
Grants			260,000					260,000
Other Financing Sources	270,000	1,080,000						1,350,000
TOTAL REVENUES	11,823,215	1,155,000	260,000	-	-	-	-	13,238,215
EXPENDITURES								
Salaries	5,850,000	550,000	301,400					6,701,400
Staff Benefits	3,209,315	305,800	100,000					3,615,115
General Expense	450,000	13,000	22,000					485,000
Printing	6,000	300						6,300
Telecommunications	50,000	3,000						53,000
Postage	85,000	5,000						90,000
Insurance	14,500	900						15,400
Travel in State	900							900
Travel Out of State								-
Training	6,000							6,000
Security	360,000	1,500	8,000					369,500
Facilities Operations	303,500	75,000						378,500
Utilities								-
Contracted Services	575,000	350,000	5,500					930,500
Consulting and Professional Services - County Provided	7,000							7,000
Information Technology (IT)	395,000	30,000	100					425,100
Major Equipment	120,000	500						120,500
Other Items of Expense	12,000	2,000						14,000
Juror Costs	20,000							20,000
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation	160,000	(100,000)	(60,000)					-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	11,624,215	1,237,000	377,000	-	-	-	-	13,238,215
Operating Transfers In (Out)	(199,000)	82,000	117,000					-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	2,342,403	748,599	-	-	-	-	-	3,091,002
Ending Balance (Deficit)	2,342,403	748,599	-	-	-	-	-	3,091,002

**Sec. IV.B**  
Attachment C

	FY 2022-23		FUNDS					
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources	11,553,215	75,000						11,628,215
Grants			260,000					260,000
Other Financing Sources	270,000	1,080,000						1,350,000
TOTAL REVENUES	11,823,215	1,155,000	260,000	-	-	-	-	13,238,215
EXPENDITURES								
Salaries	5,850,000	550,000	301,400					6,701,400
Staff Benefits	3,209,315	305,800	100,000					3,615,115
General Expense	450,000	13,000	22,000					485,000
Printing	6,000	300						6,300
Telecommunications	50,000	3,000						53,000
Postage	85,000	5,000						90,000
Insurance	14,500	900						15,400
Travel in State	900							900
Travel Out of State								-
Training	6,000							6,000
Security	360,000	1,500	8,000					369,500
Facilities Operations	303,500	75,000						378,500
Utilities								-
Contracted Services	575,000	350,000	5,500					930,500
Consulting and Professional Services - County Provided	7,000							7,000
Information Technology (IT)	395,000	30,000	100					425,100
Major Equipment	120,000	500						120,500
Other Items of Expense	12,000	2,000						14,000
Juror Costs	20,000							20,000
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation	160,000	(100,000)	(60,000)					-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	11,624,215	1,237,000	377,000	-	-	-	-	13,238,215
Operating Transfers In (Out)	(199,000)	82,000	117,000					-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	2,342,403	748,599	-	-	-	-	-	3,091,002
Ending Balance (Deficit)	2,342,403	748,599	-	-	-	-	-	3,091,002



**Sec. IV.B**  
Attachment C

	FY 2023-24		FUNDS					
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources	11,553,215	75,000						11,628,215
Grants			260,000					260,000
Other Financing Sources	270,000	1,080,000						1,350,000
TOTAL REVENUES	11,823,215	1,155,000	260,000	-	-	-	-	13,238,215
EXPENDITURES								
Salaries	5,850,000	550,000	301,400					6,701,400
Staff Benefits	3,209,315	305,800	100,000					3,615,115
General Expense	450,000	13,000	22,000					485,000
Printing	6,000	300						6,300
Telecommunications	50,000	3,000						53,000
Postage	85,000	5,000						90,000
Insurance	14,500	900						15,400
Travel in State	900							900
Travel Out of State								-
Training	6,000							6,000
Security	360,000	1,500	8,000					369,500
Facilities Operations	303,500	75,000						378,500
Utilities								-
Contracted Services	575,000	350,000	5,500					930,500
Consulting and Professional Services - County Provided	7,000							7,000
Information Technology (IT)	395,000	30,000	100					425,100
Major Equipment	120,000	500						120,500
Other Items of Expense	12,000	2,000						14,000
Juror Costs	20,000							20,000
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation	160,000	(100,000)	(60,000)					-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	11,624,215	1,237,000	377,000	-	-	-	-	13,238,215
Operating Transfers In (Out)	(199,000)	82,000	117,000					-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	2,342,403	748,599	-	-	-	-	-	3,091,002
Ending Balance (Deficit)	2,342,403	748,599	-	-	-	-	-	3,091,002

**Sec. IV.B**  
Attachment C

	FY 2024-25		FUNDS					
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources	11,553,215	75,000						11,628,215
Grants			260,000					260,000
Other Financing Sources	270,000	1,080,000						1,350,000
TOTAL REVENUES	11,823,215	1,155,000	260,000	-	-	-	-	13,238,215
EXPENDITURES								
Salaries	5,850,000	550,000	301,400					6,701,400
Staff Benefits	3,209,315	305,800	100,000					3,615,115
General Expense	450,000	13,000	22,000					485,000
Printing	6,000	300						6,300
Telecommunications	50,000	3,000						53,000
Postage	85,000	5,000						90,000
Insurance	14,500	900						15,400
Travel in State	900							900
Travel Out of State								-
Training	6,000							6,000
Security	360,000	1,500	8,000					369,500
Facilities Operations	303,500	75,000						378,500
Utilities								-
Contracted Services	575,000	350,000	5,500					930,500
Consulting and Professional Services - County Provided	7,000							7,000
Information Technology (IT)	395,000	30,000	100					425,100
Major Equipment	120,000	500						120,500
Other Items of Expense	12,000	2,000						14,000
Juror Costs	20,000							20,000
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation	160,000	(100,000)	(60,000)					-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	11,624,215	1,237,000	377,000	-	-	-	-	13,238,215
Operating Transfers In (Out)	(199,000)	82,000	117,000					-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	2,342,403	748,599	-	-	-	-	-	3,091,002
Ending Balance (Deficit)	2,342,403	748,599	-	-	-	-	-	3,091,002

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

Sec. IV.B  
Attachment C

## 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>	2,342,403	748,599	-	-	-	-	-	3,091,002
<b>Ending Balance (Deficit)</b>	2,342,403	748,599	-	-	-	-	-	3,091,002

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

Sec. IV.B  
Attachment C

## 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>	2,342,403	748,599	-	-	-	-	-	3,091,002
<b>Ending Balance (Deficit)</b>	2,342,403	748,599	-	-	-	-	-	3,091,002

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

Sec. IV.B  
Attachment C

## 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>	2,342,403	748,599	-	-	-	-	-	3,091,002
<b>Ending Balance (Deficit)</b>	2,342,403	748,599	-	-	-	-	-	3,091,002

## 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	21,000
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	21,000
940000	Consulting and Professional Services - County Provided	
943000	Information Technology (IT)	
945000	Major Equipment	
950000	Other Items of Expense	
972000	Other	
973000	Debt Service	
983000	Court Construction	
990000	Distributed Administration & Allocation	
<b>Total</b>		<b>42,000</b>

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

Description	FY 2020-21 ▼	FY 2021-22 ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Total
Contribution	42,000								42,000
Expenditures		42,000							42,000
Cumulative Balance	42,000	-	-	-	-	-	-	-	-

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

Original Request:

[illegible]

Amended request

[illegible]



# APPLICATION FOR TCTF FUNDS HELD ON BEHALF OF THE COURT

Please check the type of request:

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

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



## SECTION I: GENERAL INFORMATION

**SUPERIOR COURT:**

Imperial

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

**CONTACT PERSON AND CONTACT INFO:**

Rodolfo Quintero; [rquintero@imperial.courts.ca.gov](mailto:rquintero@imperial.courts.ca.gov); 760-336-3520

**DATE OF SUBMISSION:**

9/20/2021

**TIME PERIOD COVERED BY THE REQUEST, INCLUDING CONTRIBUTION AND EXPENDITURE: CONTRIBUTION 20/21 \$198,916, EXPENDITURE 21/22 \$198,916**

**REQUESTED AMOUNT:**

**\$198,916.**

**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.):

Four main projects are being requested:

- 1) Audio Visual upgrade project for all courtrooms in Main Street courthouse along with jury assembly rooms and jury deliberation rooms.
- 2) Data Center appliances including servers and storage for virtualized infrastructure.
- 3) Networking equipment to fill in need for Main Street Courthouse including additional wireless access points and switching gear
- 4) Software licensing for end user, datacenter, and business systems

## SECTION II: AMENDED REQUEST CHANGES

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

N/A

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

N/A

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

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

During the FY 20/21, Covid-19 affected our Funding allocations and all our sources of income. Covid-19 will affect our Revenue this fiscal year too.

## 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 AV project, for example, will provide a better courtroom experience that will facilitate things such as speedy jury trials and better ingestion of arguments made by attorneys.

The replacement of aging data center components will allow for a reliable uptime of critical business systems that are key to provide customers everything from simple inquiries to complex business process completions.

Networking equipment will provide a better coverage of internet accessibility within the courthouse allowing for increase in device-based services to the public.

Software licensing that is procured will serve as replacements to aging systems that desperately need an upgrade to modern business serving features.

**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 aging systems in place will create delays in providing services to the public.

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

The aging systems in place will continue to not provide an acceptable courtroom experience, court services experience, and potential delays in receiving services.

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

This is our only alternative; Covid-19 affected our Funding allocations for the FY 20-21 and it will affect other sources of Income during the FY 21/22.

### 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 TCTF Funds held on behalf tables Template – Sec. IV. A Tab**

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

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

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

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

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

**See attached TCTF Funds held on behalf tables Template – Sec. IV. D Tab**

If a cost efficiency, please provide cost comparison

Status Quo		Select Fiscal Year ▼	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				
	Consulting and Professional Services - County Provided				
940000					
943000	Information Technology (IT)				
945000	Major Equipment				
950000	Other Items of Expense				
972000	Other				
973000	Debt Service				
983000	Court Construction				
990000	Distributed Administration & Allocation				
Net Revenue (Expense)		-	-	-	-

  

Proposed Project					
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				
	Consulting and Professional Services - County Provided				
940000					
943000	Information Technology (IT)				
945000	Major Equipment				
950000	Other Items of Expense				
972000	Other				
973000	Debt Service				
983000	Court Construction				
990000	Distributed Administration & Allocation				
Net Revenue (Expense)		-	-	-	-

  

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

Status Quo		Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼
GL Account	Description	Amount	Amount	Amount
N/A	Dedicated Revenue Stream (if applicable)			
900000	Salaries			
910000	Staff Benefits			
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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 2020-21 ▼	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
<b>Beginning Balance</b>	<b>2,542,903</b>	<b>729,192</b>						<b>3,272,095</b>
Revenues	10,676,149	1,123,821	252,243					<b>12,052,213</b>
Expenditures	10,691,696	1,177,677	363,933					<b>12,233,306</b>
Operating Transfers In (Out)	(184,953)	73,263	111,690					-
<b>Ending Fund Balance</b>	<b>2,342,403</b>	<b>748,599</b>	-	-	-	-	-	<b>3,091,002</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>1,699,911</b>	<b>666,212</b>	-					<b>2,366,123</b>
Revenues	11,449,114	1,078,890	312,422					<b>12,840,426</b>
Expenditures	10,500,033	1,070,017	364,404					<b>11,934,454</b>
Operating Transfers In (Out)	(106,089)	54,107	51,982					-
<b>Ending Fund Balance</b>	<b>2,542,903</b>	<b>729,192</b>	-	-	-	-	-	<b>3,272,095</b>

FY 2018-19 ▼	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
<b>Beginning Balance</b>	<b>1,407,155</b>	<b>591,563</b>	-					<b>1,998,718</b>
Revenues	11,108,218	1,134,004	346,221					<b>12,588,443</b>
Expenditures	10,728,937	1,081,478	410,623					<b>12,221,038</b>
Operating Transfers In (Out)	(86,525)	22,123	64,402					-
<b>Ending Fund Balance</b>	<b>1,699,911</b>	<b>666,212</b>	-	-	-	-	-	<b>2,366,123</b>



**Sec. IV.B**  
Attachment D

	FY 2021-22		FUNDS					
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources	11,553,215	75,000						11,628,215
Grants			260,000					260,000
Other Financing Sources	270,000	1,080,000						1,350,000
TOTAL REVENUES	11,823,215	1,155,000	260,000	-	-	-	-	13,238,215
EXPENDITURES								
Salaries	5,850,000	550,000	301,400					6,701,400
Staff Benefits	3,209,315	305,800	100,000					3,615,115
General Expense	450,000	13,000	22,000					485,000
Printing	6,000	300						6,300
Telecommunications	50,000	3,000						53,000
Postage	85,000	5,000						90,000
Insurance	14,500	900						15,400
Travel in State	900							900
Travel Out of State								-
Training	6,000							6,000
Security	360,000	1,500	8,000					369,500
Facilities Operations	303,500	75,000						378,500
Utilities								-
Contracted Services	575,000	350,000	5,500					930,500
Consulting and Professional Services - County Provided	7,000							7,000
Information Technology (IT)	395,000	30,000	100					425,100
Major Equipment	120,000	500						120,500
Other Items of Expense	12,000	2,000						14,000
Juror Costs	20,000							20,000
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation	160,000	(100,000)	(60,000)					-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	11,624,215	1,237,000	377,000	-	-	-	-	13,238,215
Operating Transfers In (Out)	(199,000)	82,000	117,000					-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	2,342,403	748,599	-	-	-	-	-	3,091,002
Ending Balance (Deficit)	2,342,403	748,599	-	-	-	-	-	3,091,002



**Sec. IV.B**  
Attachment D

	FY 2022-23		FUNDS					
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources	11,553,215	75,000						11,628,215
Grants			260,000					260,000
Other Financing Sources	270,000	1,080,000						1,350,000
TOTAL REVENUES	11,823,215	1,155,000	260,000	-	-	-	-	13,238,215
EXPENDITURES								
Salaries	5,850,000	550,000	301,400					6,701,400
Staff Benefits	3,209,315	305,800	100,000					3,615,115
General Expense	450,000	13,000	22,000					485,000
Printing	6,000	300						6,300
Telecommunications	50,000	3,000						53,000
Postage	85,000	5,000						90,000
Insurance	14,500	900						15,400
Travel in State	900							900
Travel Out of State								-
Training	6,000							6,000
Security	360,000	1,500	8,000					369,500
Facilities Operations	303,500	75,000						378,500
Utilities								-
Contracted Services	575,000	350,000	5,500					930,500
Consulting and Professional Services - County Provided	7,000							7,000
Information Technology (IT)	395,000	30,000	100					425,100
Major Equipment	120,000	500						120,500
Other Items of Expense	12,000	2,000						14,000
Juror Costs	20,000							20,000
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation	160,000	(100,000)	(60,000)					-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	11,624,215	1,237,000	377,000	-	-	-	-	13,238,215
Operating Transfers In (Out)	(199,000)	82,000	117,000					-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	2,342,403	748,599	-	-	-	-	-	3,091,002
Ending Balance (Deficit)	2,342,403	748,599	-	-	-	-	-	3,091,002

**Sec. IV.B**  
Attachment D

	FY 2023-24		FUNDS					
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources	11,553,215	75,000						11,628,215
Grants			260,000					260,000
Other Financing Sources	270,000	1,080,000						1,350,000
TOTAL REVENUES	11,823,215	1,155,000	260,000	-	-	-	-	13,238,215
EXPENDITURES								
Salaries	5,850,000	550,000	301,400					6,701,400
Staff Benefits	3,209,315	305,800	100,000					3,615,115
General Expense	450,000	13,000	22,000					485,000
Printing	6,000	300						6,300
Telecommunications	50,000	3,000						53,000
Postage	85,000	5,000						90,000
Insurance	14,500	900						15,400
Travel in State	900							900
Travel Out of State								-
Training	6,000							6,000
Security	360,000	1,500	8,000					369,500
Facilities Operations	303,500	75,000						378,500
Utilities								-
Contracted Services	575,000	350,000	5,500					930,500
Consulting and Professional Services - County Provided	7,000							7,000
Information Technology (IT)	395,000	30,000	100					425,100
Major Equipment	120,000	500						120,500
Other Items of Expense	12,000	2,000						14,000
Juror Costs	20,000							20,000
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation	160,000	(100,000)	(60,000)					-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	11,624,215	1,237,000	377,000	-	-	-	-	13,238,215
Operating Transfers In (Out)	(199,000)	82,000	117,000					-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	2,342,403	748,599	-	-	-	-	-	3,091,002
Ending Balance (Deficit)	2,342,403	748,599	-	-	-	-	-	3,091,002

**Sec. IV.B**  
Attachment D

	FY 2024-25		FUNDS					
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources	11,553,215	75,000						11,628,215
Grants			260,000					260,000
Other Financing Sources	270,000	1,080,000						1,350,000
TOTAL REVENUES	11,823,215	1,155,000	260,000	-	-	-	-	13,238,215
EXPENDITURES								
Salaries	5,850,000	550,000	301,400					6,701,400
Staff Benefits	3,209,315	305,800	100,000					3,615,115
General Expense	450,000	13,000	22,000					485,000
Printing	6,000	300						6,300
Telecommunications	50,000	3,000						53,000
Postage	85,000	5,000						90,000
Insurance	14,500	900						15,400
Travel in State	900							900
Travel Out of State								-
Training	6,000							6,000
Security	360,000	1,500	8,000					369,500
Facilities Operations	303,500	75,000						378,500
Utilities								-
Contracted Services	575,000	350,000	5,500					930,500
Consulting and Professional Services - County Provided	7,000							7,000
Information Technology (IT)	395,000	30,000	100					425,100
Major Equipment	120,000	500						120,500
Other Items of Expense	12,000	2,000						14,000
Juror Costs	20,000							20,000
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation	160,000	(100,000)	(60,000)					-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	11,624,215	1,237,000	377,000	-	-	-	-	13,238,215
Operating Transfers In (Out)	(199,000)	82,000	117,000					-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	2,342,403	748,599	-	-	-	-	-	3,091,002
Ending Balance (Deficit)	2,342,403	748,599	-	-	-	-	-	3,091,002

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

Sec. IV.B  
Attachment D

## 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>	2,342,403	748,599	-	-	-	-	-	3,091,002
<b>Ending Balance (Deficit)</b>	2,342,403	748,599	-	-	-	-	-	3,091,002

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

Sec. IV.B  
Attachment D

## 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>	2,342,403	748,599	-	-	-	-	-	3,091,002
<b>Ending Balance (Deficit)</b>	2,342,403	748,599	-	-	-	-	-	3,091,002

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

Sec. IV.B  
Attachment D

## 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>	2,342,403	748,599	-	-	-	-	-	3,091,002
<b>Ending Balance (Deficit)</b>	2,342,403	748,599	-	-	-	-	-	3,091,002

## 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)	198,916
945000	Major Equipment	
950000	Other Items of Expense	
972000	Other	
973000	Debt Service	
983000	Court Construction	
990000	Distributed Administration & Allocation	
<b>Total</b>		<b>198,916</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 ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Total
Contribution	198,916								198,916
Expenditures		198,916							198,916
Cumulative Balance	198,916	-	-	-	-	-	-	-	-



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

Original Request:

[illegible]

Amended request

[illegible]

## 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:**

Kings

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

Nocona Soboleski, CEO

**CONTACT PERSON AND CONTACT INFO:**

nsoboleski@kings.courts.ca.gov

**DATE OF SUBMISSION:**

9/22/2021

**TIME PERIOD COVERED BY THE REQUEST, INCLUDING CONTRIBUTION AND EXPENDITURE: 3 YEARS-20/21 THRU 23/24**

**REQUESTED AMOUNT:**

\$380,546

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

The Court is requesting that the Judicial Council of California hold TCTF funds on the Court's behalf, in the sum of \$380,546, for a new Case Management System.

The Court currently uses the Tyler Technologies, Inc's Navigator Case Management System. The Court has been using the system since going live in October 2014. The Court also has had an agreement with Tyler Technologies, Inc (Tyler) to provide Hosting (of the system) and IT Support to the Court. Currently, the Court is in the middle of a five-year agreement for those services.

Initially, it was the only option available to the Court. The services are costly, and the Court was not equipped, at the time, with the proper Information Systems Infrastructure, nor the personnel, to host the system on site.

Having Tyler host the Court's Case Management System has been frustrating and Tyler's IT Support team has been deficient in assisting the Court move forward to a more efficiently run Case Management System. The Court finally upgraded to Navigator 2018 in June 2021, but other issues surfaced with that upgrade. We are unable to install the e-Citations program and the Traffic and DMV modules continue to have issues. Although our Court has worked closely with Tyler personnel to correct some of the problems we have had, additional problems or errors subsequently occur in other modules. While the program is operational, it is more efficient to address the programming issues first to prevent backtracking and making corrections to data previously entered.

In FY19/20, the Court requested funds held on behalf of the Court to host our current Case Management System with Tyler Technologies. After another year of experiencing many issues with Odyssey/Navigator, in the best interest of the Court and better serving the public, we have decided to move to a new Case Management System. The Court has already been in contact with two vendors that have experience with California Courts.

With \$1,045,708.00 that the Court held from FY 19/20 and the requested amount of \$380,546.00 for FY 20/21, the Court would have the funds to proceed with converting to a new Case Management 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**

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

The request is not within the scope of the Court's annual operational budget. The Court is contractually obligated to Tyler Technologies for approximately two more years, however, during that time period, the Court would actively explore vendors to provide a Case Management System that better suits the Court's needs.

**APPLICATION FOR TCTF FUNDS HELD ON BEHALF OF THE COURT (Continued)****SECTION III (continued): TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE**

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

The Court's subject-matter experts have spent much time and effort developing, troubleshooting, and attempting to correct long-standing programming issues, however Tyler's solutions to many problems were frequently temporary and substandard to the levels of functionality expected from a Case Management System of this magnitude. Transitioning to a new Case Management System that functions as it programmatically should, means less staff time spent encountering errors, troubleshooting and accepting temporary solutions. A successful Case Management System will considerably increase the efficiencies related to the Clerk's office with calendaring, courtroom processing, disposition, payment, reporting, and distribution of fees and fines, and will have a direct impact on our citizenry, the bar and our state and local justice partners.

**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 is greatly impacted by the terms of the Software as a Service (SAAS) agreement with Tyler Technologies, specifically the timelines for receiving critical updates and/or upgrades. When system outages occur in Texas, contacting Tyler Technologies IT Support Department has been problematic and their services, inadequate. We

have not been able to launch eCitations which allows local police departments and California Highway Patrol to submit citation information electronically. While testing eCitations we were told that we did not have the correct configuration. Currently court staff is manually entering the citations into Tyler.

We have not been able to integrate with the District Attorney's Karpel system, due the serious issues with the violation code table in Tyler. During conversion to Tyler in 2014 the violation code table from our legacy system was merged with what Tyler used in the San Luis Obispo conversion and the court has never had the time to clean it up for integration with our Justice Partners.

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

To continue experiencing problems, troubleshooting errors and working with temporary solutions, efficiency is lost and the public is impacted when basic functions cannot be performed quickly, such as online payments made via the public portal. Courtroom Clerks have trouble preparing minute orders timely (real-time is the goal) due to the complicated business processes developed by Tyler engineers over eight years ago. Our Court is unable to implement other modules such as e-Citations, which would help tremendously in the processing of traffic citations; a task currently performed manually. Overall, many facets of Court operations, from calendaring to in-Court minute orders, to disposition, to fee and fine collection, will continue to be impacted until permanent successful solutions to ongoing problems are implemented.

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

Requesting the Judicial Council of California hold this funding in the Trial Court Trust Fund is the only option. Our initial intent was to start this project slowly and to encumber funding for the project with contracts. However, due to the Covid-19 pandemic, our Court was unable to secure vendors, project costs or contract information related to hosting a Case Management System. Still in the midst of the pandemic, we continue to experience problems moving forward with this much needed project due to the limitations of vendors and Court staff resources. If approved, the Judicial Council of California holding the funds on our behalf in the TCTF, provides our Court with enough time to get through the pandemic, consult with vendors and obtain information when they return to their businesses. An approval for our Court's request enables us to work on this project in a timely, but methodical fashion, to ensure success of the Court's overall goal - maintaining full control of our Case Management System by hosting on site.

**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.

## 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)	380,546
945000	Major Equipment	
950000	Other Items of Expense	
972000	Other	
973000	Debt Service	
983000	Court Construction	
990000	Distributed Administration & Allocation	
<b>Total</b>		<b>380,546</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 2022-23 ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Total
Contribution	380,546								380,546
Expenditures		380,546							380,546
Cumulative Balance	380,546	-	-	-	-	-	-	-	-

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

Please check the type of request:

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

Mono

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

Lester Perpall – Court Executive Officer

**CONTACT PERSON AND CONTACT INFO:**

Tammy Laframboise 760-923-2304

**DATE OF SUBMISSION:**

9/22/2021

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

FY 20-21 – FY 24-25

**REQUESTED AMOUNT:**

\$111,057

**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 hold TCTF funds for LED Screens. The Court currently uses overhead projection TV's for display of video evidence. The current equipment is over 10 years old and the technology is out dated. You can only see the screen if the room is dark and you are sitting directly in front of it in the Jury box. LED screens are much brighter and have a wider viewing angle. People in the gallery as well as the defendant and plaintiff tables will be able to see the screen much clearer with the new screens.

**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.

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



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

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

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

Presentation of Video and digital evidence will be much clearer and viewable by more people in the courtroom.

- 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.**

Failure to keep courtroom technology current will result in the need to replace more equipment at the same time, resulting in higher cost.

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

The use of older technology could create the presentation of confusing, inaccurate, and hard to see evidence.

- 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 believe that use of our own funding is preferable to requesting supplemental 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**

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

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

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

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

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

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

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

If a cost efficiency, please provide cost comparison

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

  

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

  

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

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

FY 2018-19 ▼	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance	233,692	37,878						271,570
Revenues	2,227,592	81,276	101,621					2,410,489
Expenditures	2,249,509	68,319	104,970					2,422,798
Operating Transfers In (Out)	(3,891)	542	3,349					-
Ending Fund Balance	207,884	51,377	-	-	-	-	-	259,261

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

Sec. IV.B  
Attachment F

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

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

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

Sec. IV.B  
Attachment F

## 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	2,491,713	10,520						2,502,233
Grants			71,918					71,918
Other Financing Sources	67,499	76,001						143,500
<b>TOTAL REVENUES</b>	<b>2,559,212</b>	<b>86,521</b>	<b>71,918</b>	-	-	-	-	<b>2,717,651</b>
<b>EXPENDITURES</b>								
Salaries	888,793	20,790	8,191					917,773
Staff Benefits	579,246	13,948	5,274					598,468
General Expense	146,917	517	4,521					151,956
Printing	164							164
Telecommunications	16,124	1,081	4,652					21,858
Postage	(310)	371						61
Insurance	2,293							2,293
Travel in State	125							125
Travel Out of State	-							-
Training	2,985							2,985
Security	568	32	176					776
Facilities Operations	5,123	55	330					5,508
Utilities								-
Contracted Services	343,233	22,949	42,631					408,814
Consulting and Professional Services - County Provided								-
Information Technology (IT)	364,912	11,325	3,595					379,833
Major Equipment								-
Other Items of Expense	1,280							1,280
Juror Costs	2,676							2,676
Other		100						100
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment	151		10					161
<b>TOTAL EXPENDITURES</b>	<b>2,354,280</b>	<b>71,170</b>	<b>69,379</b>	-	-	-	-	<b>2,494,830</b>
Operating Transfers In (Out)								-
<b>Fund Balance (Deficit)</b>								
<b>Beginning Balance (Deficit)</b>	<b>204,932</b>	<b>15,351</b>	<b>2,539</b>	-	-	-	-	<b>222,821</b>
<b>Ending Balance (Deficit)</b>	<b>409,863</b>	<b>30,702</b>	<b>5,077</b>	-	-	-	-	<b>445,642</b>

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

Sec. IV.B  
Attachment F

## 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>	409,863	30,702	5,077	-	-	-	-	445,642
<b>Ending Balance (Deficit)</b>	409,863	30,702	5,077	-	-	-	-	445,642

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

Sec. IV.B  
Attachment F

## 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>	409,863	30,702	5,077	-	-	-	-	445,642
<b>Ending Balance (Deficit)</b>	409,863	30,702	5,077	-	-	-	-	445,642



## 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>	409,863	30,702	5,077	-	-	-	-	445,642
<b>Ending Balance (Deficit)</b>	409,863	30,702	5,077	-	-	-	-	445,642

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

Sec. IV.B  
Attachment F

## 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>	409,863	30,702	5,077	-	-	-	-	445,642
<b>Ending Balance (Deficit)</b>	409,863	30,702	5,077	-	-	-	-	445,642

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

Sec. IV.B  
Attachment F

## 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>	409,863	30,702	5,077	-	-	-	-	445,642
<b>Ending Balance (Deficit)</b>	409,863	30,702	5,077	-	-	-	-	445,642

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

Sec. IV.B  
Attachment F

## 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>	409,863	30,702	5,077	-	-	-	-	445,642
<b>Ending Balance (Deficit)</b>	409,863	30,702	5,077	-	-	-	-	445,642

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

**Sec. IV.C**  
Attachment F

**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	111,057
950000	Other Items of Expense	
972000	Other	
973000	Debt Service	
983000	Court Construction	
990000	Distributed Administration & Allocation	
<b>Total</b>		<b>111,057</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 2024-25 ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Total
Contribution	111,057								111,057
Expenditures		111,057							111,057
Cumulative Balance	111,057	-	-	-	-	-	-	-	-



# 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):

Hon. Julie R. Culver

### 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:

9/22/2021

### TIME PERIOD COVERED BY THE REQUEST, INCLUDING CONTRIBUTION AND EXPENDITURE: FY 2025-2026

### REQUESTED AMOUNT:

**\$507,403**

### 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.):

Monterey County Superior Court requests \$507,403 to be held on the court's behalf for one-time project costs for which the court is responsible for equipping and furnishing the new Family Justice Center and Civil Courthouse. The courthouse is a new court construction project entering the Acquisition and Performance Criteria phase in FY 2021–2022, with \$38,720,000 appropriated for this purpose in the 2021 Budget Act. These court costs of \$507,403 are necessary so that the new courthouse may be opened to serve the public. The Judicial Council will have already committed significant resources to this project of \$135,483,000. Given the uncertain nature of present and future funding for the judicial branch and trial courts due to the COVID-19 (and variants) pandemic and its continuing impact, the court deems it prudent and necessary to begin reserving funding for this project now when the court has the resources to do so. This would mitigate the risks of absorbing future budget reductions that would hamper the court's ability to meet its obligations related to the courthouse project.

The existing condition and capacity of the Superior Court County of Monterey courthouse facilities were evaluated pursuant to Senate Bill 847, which required the Judicial Council to reassess projects identified in its Trial Court Capital-Outlay Plan and Prioritization Methodology adopted on October 24, 2008. The Infrastructure Plan project rankings were established through a detailed and systematic analysis of the following criteria: the general physical condition of the building; needed improvement to the physical state of facilities to alleviate the totality of risks associated with seismic conditions, fire & life safety conditions, Americans with Disabilities Act requirements, and environmental hazards; court security features within buildings; access to court services; overcrowding; and projects that replace or renovate courtrooms in court buildings where there is a risk to court users due to potentially catastrophic events. Through this assessment process, Monterey County Courthouse facilities affected by this project were determined to be deficient in all categories. This project is ranked in the Immediate Need priority group in the Trial Court Five-Year Infrastructure Plan adopted by the Judicial Council in 2019, and consequently is one of the highest priority trial court capital-outlay projects for the judicial branch.

The new courthouse project will provide construction of a new 7-courtroom courthouse of approximately 83,000 square feet on land previously occupied by Fort Ord. The project includes secured parking for judicial officers and approximately 280 surface parking spaces. The project will replace the existing Monterey Courthouse, the Juvenile Justice, and Gabilan Annex facilities.

The "Guidelines for the Responsibility of Facilities Costs between the Judicial Council and Trial Courts," approved by the Trial Court Facility Modification Advisory Committee on March 8, 2021, state that the Judicial Council is "generally responsible for costs relating to the construction of capital-outlay projects for trial court facilities; however, the trial courts and the counties are responsible" for specific categories of costs that are summarized in a matrix on page 2 of the document. The types identified include: break room equipment; office equipment (e.g., phone, computers, printers, fax machines, copier, postage meter); television and mounting in breakroom; trash cans, recycle bins; bottled water dispenser, coffee machines; moving cost (including employee relocation, equipment relocation, existing furniture relocation, file relocation); service provider network connection; safes; local servers, printers, faxes; outside communication – cable TV, telephone; and VOIP system (including WAN service application).



As part of its information-gathering process to estimate potential court costs, Monterey County Superior Court reached out to eight Superior Courts with courthouse projects of similar scope and that were completed between 2013 and 2016. Monterey Superior Court also visited three of those courthouses. We are very fortunate and grateful to those courts and their staff, who shared their experiences and lessons learned and any information regarding the costs they incurred as part of their respective projects. Monterey considered this information, inflationary factors, and circumstances specific to Monterey in developing its cost estimates.

## **SECTION II: AMENDED REQUEST CHANGES**

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

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

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

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

*These funds reflect a large portion of one-time project costs to equip and furnish the new Family Justice Center and Civil Courthouse as part of the courthouse construction project. These court costs of \$507,403 are necessary so that the new courthouse may be opened to serve the public. The Judicial Council will have already committed significant resources to this project of \$135,483,000. Given the uncertain nature of present and future funding for the judicial branch and trial courts due to the COVID-19 (and variants) pandemic and its continuing impact, the court deems it prudent and necessary to begin reserving funding to cover local court costs for this project now when the court has the resources to do so. This would mitigate the risks of absorbing future budget reductions that would hamper the court's ability to meet its obligations related to the courthouse project as well as general court operations and services.*

*The one-time costs of the project are outside the operational costs for the court, but the ongoing costs are being determined and assumed in the court's operating budget. The timing of the court's role in readying the courthouse depends on the completion of the construction project phases. The court is hopeful that it will be able to complete its work in FY 2025-26.*

### **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 new Family Justice Center and Civil Courthouse project provides the following benefits:*

- *Public access to justice by consolidating most family law and civil operations in one location.*
- *Relieves the current space shortfall, increases security, and replaces inadequate and obsolete buildings in Monterey County.*
- *Replaces the Monterey Courthouse, which is rated as a FEMA P-154 Very-High-Risk seismically deficient building.*
- *Improves operational efficiencies by consolidating caseload types.*
- *Optimizes use of court facilities.*
- *Vacates three non-state-owned facilities and allows for termination of two county joint occupancy agreements and one private entity lease.*
- *Relocates to the new courthouse 6 existing courtrooms from existing unsafe, substandard, and overcrowded facilities.*

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

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

Given the uncertain nature of present and future funding for the judicial branch and trial courts due to the COVID-19 pandemic, the court's operating budget would be negatively impacted if it must absorb a reduction in funding of this amount while still funding the local costs of the courthouse project. As the Judicial Council will have already committed significant resources to this project of \$135,483,000, the court does not see the project's delay or discontinuation due to lack of funding for the local court costs as a viable or responsible option. It would have to absorb those costs of the project, thereby negatively impacting the funding of other essential court operations and services to the public.

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

Given the uncertain nature of present and future funding for the judicial branch and trial courts due to the COVID-19 pandemic, the court's operating budget would be negatively impacted if it must absorb a reduction in funding of this amount while still funding the local costs of the courthouse project. As the Judicial Council will have already committed significant resources to this project of \$135,483,000, the court does not see the delay or discontinuation of the project as a viable or responsible option and would have to absorb those local costs, thereby negatively impacting the funding of other essential court operations and 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?**

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

**SECTION IV: FINANCIAL INFORMATION**

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

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

See attached

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

See attached

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

See attached

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

See attached

If a cost efficiency, please provide cost comparison

Status Quo		Select Fiscal Year ▼	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 2020-21 ▼	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
<b>Beginning Balance</b>	<b>1,231,917</b>	<b>873,000</b>	-	-	-	-	-	<b>2,104,917</b>
Revenues	24,565,282	550,258	674,882	-	-	-	-	<b>25,790,421</b>
Expenditures	23,672,052	373,161	991,161	-	-	-	-	<b>25,036,374</b>
Operating Transfers In (Out)	(318,123)	1,844	316,279	-	-	-	-	-
<b>Ending Fund Balance</b>	<b>1,807,023</b>	<b>1,051,941</b>	-	-	-	-	-	<b>2,858,964</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>701,400</b>	<b>679,695</b>	-	-	-	-	-	<b>1,381,095</b>
Revenues	24,885,416	534,603	1,284,509	-	-	-	-	<b>26,704,527</b>
Expenditures	24,044,801	341,297	1,594,606	-	-	-	-	<b>25,980,705</b>
Operating Transfers In (Out)	(310,098)	-	310,098	-	-	-	-	-
<b>Ending Fund Balance</b>	<b>1,231,917</b>	<b>873,000</b>	-	-	-	-	-	<b>2,104,917</b>

FY 2018-19 ▼	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
<b>Beginning Balance</b>	<b>232,983</b>	<b>802,291</b>	-					<b>1,035,273</b>
Revenues	23,991,672	574,642	1,370,163					<b>25,936,477</b>
Expenditures	23,330,402	697,237	1,563,016					<b>25,590,655</b>
Operating Transfers In (Out)	(192,853)	-	192,853					-
<b>Ending Fund Balance</b>	<b>701,400</b>	<b>679,695</b>	-	-	-	-	-	<b>1,381,095</b>

**Sec. IV.B**  
Attachment G

	FY 2021-22	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources	29,412,081	187,403	-	-	-	-	-	29,599,485
Grants	-	-	622,928	-	-	-	-	622,928
Other Financing Sources	368,957	368,704	-	-	-	-	-	737,661
TOTAL REVENUES	29,781,038	556,107	622,928	-	-	-	-	30,960,073
EXPENDITURES								
Salaries	15,276,409	106,173	487,859	-	-	-	-	15,870,441
Staff Benefits	7,447,113	50,122	239,601	-	-	-	-	7,736,835
General Expense	759,093	-	12,134	-	-	-	-	771,227
Printing	26,508	-	-	-	-	-	-	26,508
Telecommunications	176,467	-	-	-	-	-	-	176,467
Postage	122,156	-	-	-	-	-	-	122,156
Insurance	21,904	-	-	-	-	-	-	21,904
Travel in State	41,000	-	2,000	-	-	-	-	43,000
Travel Out of State	4,000	-	-	-	-	-	-	4,000
Training	35,000	-	28,575	-	-	-	-	63,575
Security	653,856	-	-	-	-	-	-	653,856
Facilities Operations	487,392	-	-	-	-	-	-	487,392
Utilities	-	-	-	-	-	-	-	-
Contracted Services	4,239,147	183,683	2,367	-	-	-	-	4,425,198
Consulting and Professional Services - County Provided	23,970	-	-	-	-	-	-	23,970
Information Technology (IT)	570,357	-	4,200	-	-	-	-	574,557
Major Equipment	670,906	-	-	-	-	-	-	670,906
Other Items of Expense	13,535	-	-	-	-	-	-	13,535
Juror Costs	71,449	-	-	-	-	-	-	71,449
Other	13,000	-	-	-	-	-	-	13,000
Debt Service	-	-	-	-	-	-	-	-
Court Construction	-	-	-	-	-	-	-	-
Distributed Administration & Allocation	(171,221)	25,730	145,492	-	-	-	-	-
Prior Year Expense Adjustment	-	-	-	-	-	-	-	-
TOTAL EXPENDITURES	30,482,041	365,708	922,227	-	-	-	-	31,769,976
Operating Transfers In (Out)	(299,299)	-	299,299	-	-	-	-	-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	1,807,023	1,051,941	-	-	-	-	-	2,858,964
Ending Balance (Deficit)	806,721	1,242,341	-	-	-	-	-	2,049,062

## 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>	806,721	1,242,341	-	-	-	-	-	2,049,062
<b>Ending Balance (Deficit)</b>	806,721	1,242,341	-	-	-	-	-	2,049,062

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

Sec. IV.B  
Attachment G

## 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>	806,721	1,242,341	-	-	-	-	-	2,049,062
<b>Ending Balance (Deficit)</b>	806,721	1,242,341	-	-	-	-	-	2,049,062



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

Sec. IV.B  
Attachment G

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>	806,721	1,242,341	-	-	-	-	-	2,049,062
<b>Ending Balance (Deficit)</b>	806,721	1,242,341	-	-	-	-	-	2,049,062

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

Sec. IV.B  
Attachment G

## 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>	806,721	1,242,341	-	-	-	-	-	2,049,062
<b>Ending Balance (Deficit)</b>	806,721	1,242,341	-	-	-	-	-	2,049,062

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

Sec. IV.B  
Attachment G

## 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>	806,721	1,242,341	-	-	-	-	-	2,049,062
<b>Ending Balance (Deficit)</b>	806,721	1,242,341	-	-	-	-	-	2,049,062

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

Sec. IV.B  
Attachment G

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>	806,721	1,242,341	-	-	-	-	-	2,049,062
<b>Ending Balance (Deficit)</b>	806,721	1,242,341	-	-	-	-	-	2,049,062

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

Sec. IV.B  
Attachment G

## 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>	806,721	1,242,341	-	-	-	-	-	2,049,062
<b>Ending Balance (Deficit)</b>	806,721	1,242,341	-	-	-	-	-	2,049,062

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

**Sec. IV.C**  
Attachment G

**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	313,795
924000	Printing	-
925000	Telecommunications	5,000
926000	Postage	-
928000	Insurance	-
929000	Travel in State	-
931000	Travel Out of State	-
933000	Training	-
934000	Security	1,113
935000	Facilities Operations	7,270
936000	Utilities	-
938000	Contracted Services	106,225
940000	Consulting and Professional Services - County Provided	-
943000	Information Technology (IT)	5,000
945000	Major Equipment	69,000
950000	Other Items of Expense	-
972000	Other	-
973000	Debt Service	-
983000	Court Construction	-
990000	Distributed Administration & Allocation	-
<b>Total</b>		<b>507,403</b>

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

Description	FY 2021-22 ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	FY 2025-26 ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Total
Contribution	507,403								507,403
Expenditures					507,403				507,403
Cumulative Balance	507,403	507,403	507,403	507,403	-	-	-	-	-





## 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):*

Hon. Julie R. Culver

**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:**

9/22/2021

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

**REQUESTED AMOUNT:**

**\$221,492**

**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.):*

Monterey County Superior Court requests \$221,492 to be held on the Court's behalf to upgrade the power infrastructure and data center (Main Data Facility, MDF) located in the Court's King City facility. This upgrade would allow the facility to become a disaster recovery site to meet existing and future information technology and operational needs.

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

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

Although the Court is acutely aware of this risk, several factors have prevented us from implementing a comprehensive solution to mitigate the risk, not limited to funding. The Court explored building partnerships with other courts to locate disaster recovery systems jointly, but this option presents governance difficulties and proved to be an expensive alternative. In 2018, leveraging the innovation grant funds, Monterey led the cloud-based disaster recovery project in collaboration with 26 California Courts. The initiative's goal was to pilot and demonstrate the viability of cloud-based, emerging disaster recovery solutions for the timely recovery of critical court services. One of the key findings of the pilot project was that there are significant costs and complexities associated with deploying cloud-based recovery solutions rather than utilizing and building a local site-to-site disaster recovery infrastructure. At present, it is cost-prohibitive for Monterey to pursue emerging technologies.

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

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

## **SECTION II: AMENDED REQUEST CHANGES**

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

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

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

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

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

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

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

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

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

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

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

*Under the current conditions, it could take from days to weeks to recover from a disaster impacting both the Salinas and Marina data centers, even assuming the availability of network infrastructure and hardware, data facilities, and other resources necessary for system and application restoration. If faced with such a disaster and*

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

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

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

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

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

**SECTION IV: FINANCIAL INFORMATION**

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

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

See attached

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

See attached

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

See attached

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

See attached

If a cost efficiency, please provide cost comparison

Status Quo		Select Fiscal Year ▼	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 2020-21 ▼	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
<b>Beginning Balance</b>	<b>1,231,917</b>	<b>873,000</b>	-	-	-	-	-	<b>2,104,917</b>
Revenues	24,565,282	550,258	674,882	-	-	-	-	<b>25,790,421</b>
Expenditures	23,672,052	373,161	991,161	-	-	-	-	<b>25,036,374</b>
Operating Transfers In (Out)	(318,123)	1,844	316,279	-	-	-	-	-
<b>Ending Fund Balance</b>	<b>1,807,023</b>	<b>1,051,941</b>	-	-	-	-	-	<b>2,858,964</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>701,400</b>	<b>679,695</b>	-	-	-	-	-	<b>1,381,095</b>
Revenues	24,885,416	534,603	1,284,509	-	-	-	-	<b>26,704,527</b>
Expenditures	24,044,801	341,297	1,594,606	-	-	-	-	<b>25,980,705</b>
Operating Transfers In (Out)	(310,098)	-	310,098	-	-	-	-	-
<b>Ending Fund Balance</b>	<b>1,231,917</b>	<b>873,000</b>	-	-	-	-	-	<b>2,104,917</b>

FY 2018-19 ▼	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
<b>Beginning Balance</b>	<b>232,983</b>	<b>802,291</b>	-					<b>1,035,273</b>
Revenues	23,991,672	574,642	1,370,163					<b>25,936,477</b>
Expenditures	23,330,402	697,237	1,563,016					<b>25,590,655</b>
Operating Transfers In (Out)	(192,853)	-	192,853					-
<b>Ending Fund Balance</b>	<b>701,400</b>	<b>679,695</b>	-	-	-	-	-	<b>1,381,095</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>	806,721	1,242,341	-	-	-	-	-	2,049,062
<b>Ending Balance (Deficit)</b>	806,721	1,242,341	-	-	-	-	-	2,049,062



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

Sec. IV.B  
Attachment H

## 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>	806,721	1,242,341	-	-	-	-	-	2,049,062
<b>Ending Balance (Deficit)</b>	806,721	1,242,341	-	-	-	-	-	2,049,062

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

Sec. IV.B  
Attachment H

## 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>	806,721	1,242,341	-	-	-	-	-	2,049,062
<b>Ending Balance (Deficit)</b>	806,721	1,242,341	-	-	-	-	-	2,049,062

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

Sec. IV.B  
Attachment H

## 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>	806,721	1,242,341	-	-	-	-	-	2,049,062
<b>Ending Balance (Deficit)</b>	806,721	1,242,341	-	-	-	-	-	2,049,062

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

Sec. IV.B  
Attachment H

## 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>	806,721	1,242,341	-	-	-	-	-	2,049,062
<b>Ending Balance (Deficit)</b>	806,721	1,242,341	-	-	-	-	-	2,049,062

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

Sec. IV.B  
Attachment H

## 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>	806,721	1,242,341	-	-	-	-	-	2,049,062
<b>Ending Balance (Deficit)</b>	806,721	1,242,341	-	-	-	-	-	2,049,062

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

Sec. IV.B  
Attachment H

## 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>	806,721	1,242,341	-	-	-	-	-	2,049,062
<b>Ending Balance (Deficit)</b>	806,721	1,242,341	-	-	-	-	-	2,049,062

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

**Sec. IV.C**  
Attachment H

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

Expenses Category		Amount
GL Account	Description	
900000	Salaries	-
910000	Staff Benefits	-
920001	General Expense	24,000
924000	Printing	-
925000	Telecommunications	-
926000	Postage	-
928000	Insurance	-
929000	Travel in State	-
931000	Travel Out of State	-
933000	Training	-
934000	Security	-
935000	Facilities Operations	20,000
936000	Utilities	-
938000	Contracted Services	45,000
940000	Consulting and Professional Services - County Provided	-
943000	Information Technology (IT)	-
945000	Major Equipment	132,493
950000	Other Items of Expense	-
972000	Other	-
973000	Debt Service	-
983000	Court Construction	-
990000	Distributed Administration & Allocation	-
<b>Total</b>		<b>221,493</b>

**Sec. IV.D**  
Attachment H

[illegible]





# APPLICATION FOR TCTF FUNDS HELD ON BEHALF OF THE COURT

Please check the type of request:

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

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



## SECTION I: GENERAL INFORMATION

### SUPERIOR COURT:

San Benito

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

Gil Solorio, Court Executive Officer

### CONTACT PERSON AND CONTACT INFO:

Gil Solorio (831) 636-4057 ext 211

### DATE OF SUBMISSION:

9/29/2021

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

FY20-21 THROUGH FY24-25

### REQUESTED AMOUNT:

\$ 1,503,404

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

In support of the technology goals of the Superior Court of California, County of San Benito ("Court"), the Court respectfully requests that the Judicial Council hold the requested amount on the Court's behalf. The requested amount will be used to digitize physical case files held at an off-site storage facility. As part of the project, the Court will identify and digitize case files that must be retained. In addition, any case files that are beyond their retention period will be destroyed as part of the project. This project will reduce the Court's storage costs, and make the remaining case files more easily accessible to the Court and the public.

## 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 digitization project involves significant one-time expenses that are not part of the Court's annual operational budget. The price of digitization could not be met out of the Court's annual operational budget without making significant cuts that would result in diminished service to the public. In order to complete the digitization project, the Court must use multiyear savings.

**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?**

Currently, when a Court employee or member of the public wishes to access a case file held at the off-site storage facility, a retrieval process occurs. The Court must send a request to the storage facility, and a storage facility employee must find the relevant box in the warehouse, pull the relevant file, and send it to the Court. This process can take several days, and the storage facility charges a fee for each file located and sent. If the case files are digitized, Court employees and members of the public will be able to access the files much more quickly. This will improve the efficiency of court operations. To the extent that the project identifies files that may be destroyed, the project will allow the Court to save on storage fees and use those savings to provide services to the public.

**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 digitization project will not be completed. Court employees will not have improved access to the case files. In addition, the Court will continue to incur storage fees for the case files, both those that must be retained and those that could have been destroyed.

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

If the Court's request is not approved, the public will still have access to the case files, but the retrieval process will remain slow, and the case files will not be easily searchable.

**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 continue to store the physical files in the storage facility. The Court will continue to pay storage fees for all files, and one-time fees each time a file is retrieved. It would be preferable to hold funding in the TCTF to allow the Court to complete the digitization project and enhance service to the public.

**SECTION IV: FINANCIAL INFORMATION**

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

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

If a cost efficiency, please provide cost comparison

Status Quo		Select Fiscal Year ▼	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 2020-21 ▼	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance								-
Revenues	4,523,333	17,892	198,991					4,740,216
Expenditures	3,726,052	11,938	209,281					3,947,271
Operating Transfers In (Out)	(10,290)		10,290					-
Ending Fund Balance	786,991	5,954	-	-	-	-	-	792,945

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

FY 2018-19 ▼	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance								-
Revenues	3,696,052	16,981	215,626					3,928,659
Expenditures	2,994,950	686	232,296					3,227,932
Operating Transfers In (Out)	(16,670)		16,670					-
Ending Fund Balance	684,432	16,295	-	-	-	-	-	700,727

Application for TCTF Funds Held on Behalf of the Court

Sec. IV.B  
Attachment I

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

	FY 2021-22		FUNDS					
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
<b>REVENUES</b>								
State Financing Sources	4,048,801	16,870						4,065,671
Grants			234,713					234,713
Other Financing Sources	44,000	38,626						82,626
<b>TOTAL REVENUES</b>	<b>4,092,801</b>	<b>55,496</b>	<b>234,713</b>	-	-	-	-	<b>4,383,010</b>
<b>EXPENDITURES</b>								
Salaries	1,777,972	3,170	177,646					1,958,788
Staff Benefits	1,232,916		139,379					1,372,295
General Expense	116,500							116,500
Printing	15,900							15,900
Telecommunications	17,600							17,600
Postage	18,000							18,000
Insurance	3,500							3,500
Travel in State								-
Travel Out of State								-
Training								-
Security	100							100
Facilities Operations	699,481							699,481
Utilities								-
Contracted Services	810,752	686						811,438
Consulting and Professional Services - County Provided	1,100							1,100
Information Technology (IT)	354,437							354,437
Major Equipment								-
Other Items of Expense								-
Juror Costs	3,600							3,600
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation	35,000							35,000
Prior Year Expense Adjustment		2,620						2,620
<b>TOTAL EXPENDITURES</b>	<b>5,086,857</b>	<b>6,476</b>	<b>317,025</b>	-	-	-	-	<b>5,410,359</b>
Operating Transfers In (Out)	(82,312)		82,312					-
<b>Fund Balance (Deficit)</b>								
<b>Beginning Balance (Deficit)</b>	<b>1,974,911</b>	<b>46,720</b>	-					<b>2,021,631</b>
<b>Ending Balance (Deficit)</b>	<b>898,542</b>	<b>95,740</b>	<b>(0)</b>	-	-	-	-	<b>994,282</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	4,048,801	16,870						4,065,671
Grants			234,713					234,713
Other Financing Sources	44,000	38,626						82,626
<b>TOTAL REVENUES</b>	<b>4,092,801</b>	<b>55,496</b>	<b>234,713</b>	-	-	-	-	<b>4,383,010</b>
<b>EXPENDITURES</b>								
Salaries	1,777,972	3,170	177,646					1,958,788
Staff Benefits	1,232,916		139,379					1,372,295
General Expense	116,500							116,500
Printing	15,900							15,900
Telecommunications	17,600							17,600
Postage	18,000							18,000
Insurance	3,500							3,500
Travel in State								-
Travel Out of State								-
Training								-
Security	100							100
Facilities Operations	699,481							699,481
Utilities								-
Contracted Services	810,752	686						811,438
Consulting and Professional Services - County Provided	1,100							1,100
Information Technology (IT)	354,437							354,437
Major Equipment								-
Other Items of Expense								-
Juror Costs	3,600							3,600
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation	35,000							35,000
Prior Year Expense Adjustment		2,620						2,620
<b>TOTAL EXPENDITURES</b>	<b>5,086,857</b>	<b>6,476</b>	<b>317,025</b>	-	-	-	-	<b>5,410,359</b>
Operating Transfers In (Out)	(82,312)		82,312					-
<b>Fund Balance (Deficit)</b>								
<b>Beginning Balance (Deficit)</b>	<b>898,542</b>	<b>95,740</b>	<b>(0)</b>	-	-	-	-	<b>994,282</b>
<b>Ending Balance (Deficit)</b>	<b>(177,827)</b>	<b>144,760</b>	<b>(0)</b>	-	-	-	-	<b>(33,067)</b>

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

Sec. IV.B  
Attachment I

## 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>	(177,827)	144,760	(0)	-	-	-	-	(33,067)
<b>Ending Balance (Deficit)</b>	(177,827)	144,760	(0)	-	-	-	-	(33,067)

Application for TCTF Funds Held on Behalf of the Court

Sec. IV.B  
Attachment I

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>	(177,827)	144,760	(0)	-	-	-	-	(33,067)
<b>Ending Balance (Deficit)</b>	(177,827)	144,760	(0)	-	-	-	-	(33,067)

Application for TCTF Funds Held on Behalf of the Court

Sec. IV.B  
Attachment I

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>	(177,827)	144,760	(0)	-	-	-	-	(33,067)
<b>Ending Balance (Deficit)</b>	(177,827)	144,760	(0)	-	-	-	-	(33,067)

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

Sec. IV.B  
Attachment I

## 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>	(177,827)	144,760	(0)	-	-	-	-	(33,067)
<b>Ending Balance (Deficit)</b>	(177,827)	144,760	(0)	-	-	-	-	(33,067)

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

Sec. IV.B  
Attachment I

## 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>	(177,827)	144,760	(0)	-	-	-	-	(33,067)
<b>Ending Balance (Deficit)</b>	(177,827)	144,760	(0)	-	-	-	-	(33,067)

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

Sec. IV.B  
Attachment I

## 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>	(177,827)	144,760	(0)	-	-	-	-	(33,067)
<b>Ending Balance (Deficit)</b>	(177,827)	144,760	(0)	-	-	-	-	(33,067)

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

**Sec. IV.C**  
Attachment I

**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	1,503,404
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>1,503,404</b>



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

Description	FY 2020-21 ▼	FY 2021-22 ▼	FY 2022-23 ▼	FY 2024-25 ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Total
Contribution	1,503,404								1,503,404
Expenditures		500,000	500,000	503,404					1,503,404
Cumulative Balance	1,503,404	1,003,404	503,404	-	-	-	-	-	-



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

Table 2: Amended Requests for Judicial Council Consideration at its January 21, 2022 Business Meeting

Court	Does Request Change \$\$	If Yes - \$\$ Change +/-	Current Approved Requests by Fiscal Year					Amended Requests by Fiscal Year					Category	High-Level Summary
			2017-18	2018-19	2019-20	2020-21	2021-22	2017-18	2018-19	2019-20	2020-21	2021-22		
Calaveras	No	\$ -				\$ 203,833	\$ 40,000				\$ 64,935	\$ 178,898	Technology	Audio and video equipment
Monterey	Yes	77,641				169,454					169,454	77,641	IT	Technology
Shasta	Yes	1,117,292				471,670						1,588,962	Facility	Improvement Projects
		<u>\$ 1,194,933</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 844,957</u>	<u>\$ 40,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 234,389</u>	<u>\$ 1,845,501</u>		
			\$884,957					\$2,079,890						
			Difference Between Amended and Original Requests					<u>\$1,194,933</u>						

## 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:**

Calaveras

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

**CONTACT PERSON AND CONTACT INFO:** Pamela James 29-754-61410  
pjames@calaveras.courts.ca.gov

**DATE OF SUBMISSION:**

9/25/2021

**TIME PERIOD COVERED BY THE REQUEST, INCLUDING CONTRIBUTION AND EXPENDITURE:** 06/30/2020 TO 06/30/2022

**REQUESTED AMOUNT:**

\$ 138,898

**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.):*

Amend previous request submitted 7/21/2020 to request unused funds held for FY20-21 to be used in FY21-22 for other projects (see below). The painting project in the amount of \$186,000 funds held was only \$47,102.00 leaving the fund held balance of \$138,898.

Update the audio and video equipment for all four courtrooms. The current equipment is out of date and starting not to malfunction. This would also include replacements for the current two DEPS cart which are failing. One is not working which means we only have one cart for four courtrooms and the carts are very heavy making them difficult to move for standard court staff. Carts will be stripped of unnecessary equipment and related as necessary to more permanent locations.

Update Communications Closets with rack modifications which would include power strip upgrades/replacements, Converting existing PDU (Power Distribution Units) from 115 to 220 for lower heat transfer in existing rooms along with replacing broken or damaged PDU's approximately \$4500.00, new rack rails that offer better support for maintenance around \$4,300.00. Also, miscellaneous cable management spacers and other items necessary for proper cable management at unknown cost. This would require hiring a contractor/vendor to assess the current structure, make recommendations and perform any upgrades. That cost is unknown and would require a request for quote.

### SECTION II: AMENDED REQUEST CHANGES

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

**III.** The court only used \$47,102 of the \$186,000 funds held from FY 19-20 and we are amending the request to use the remaining funds held in the amount of \$138,898 in FY 21-22.

**B. Provide a summary of the changes to the request. The court would like to use the remaining funds in the amount of \$138,898 towards updating audio an video equipment that is outdated and to update the communications closets with rack modifications to include upgrades/replacements and converting Power Distribution Units. (see reason for request above).**

**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 for the upgrades exceeds what we are able to save in one year, in addition with COVID it has difficult to get vendors and equipment.

**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 upgrades will provide an enhanced court experience for everyone including providing for the health and well-being of our staff. Our existing DEPS carts weigh approximately 200+ lbs per cart with multiple connections that must be made for it to work correctly with existing infrastructure. These are difficult to move for clerk staff because of their weight and the connections are breaking causing unexpected down times. Currently, we only have one DEPS cart for counsel to use during trials because the other one has a critical device failure effecting the entire cart (replacement part is EOL and unavailable). Performing these necessary upgrades and reconfigurations would ensure that all courtrooms have the equipment ready to use when needed for 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 would be left with one cart and no alternatives if it were to fail still costing the court to reconfigure and upgrade at a much quicker pace that needed.

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

Digital presentation of any items would be eliminated and everything would have to revert to poster board layouts or distributions of excess papers for presentations.

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

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

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

See Template

**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 Template

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

See Template

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

See Template

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 2019-20 ▼	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
<b>Beginning Balance</b>	<b>419,923</b>	<b>173,724</b>						<b>593,647</b>
Revenues	3,183,462	177,553	217,022					<b>3,578,037</b>
Expenditures	3,101,990	155,101	305,943					<b>3,563,034</b>
Operating Transfers In (Out)	(88,922)		88,922					-
<b>Ending Fund Balance</b>	<b>412,473</b>	<b>196,176</b>	<b>1</b>	-	-	-	-	<b>608,650</b>

FY 2018-19 ▼	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
<b>Beginning Balance</b>	<b>185,457</b>	<b>151,513</b>						<b>336,970</b>
Revenues	2,906,731	167,309	236,497					<b>3,310,537</b>
Expenditures	2,740,241	147,357	282,278					<b>3,169,876</b>
Operating Transfers In (Out)	(45,781)		45,781					-
<b>Ending Fund Balance</b>	<b>306,166</b>	<b>171,465</b>	-	-	-	-	-	<b>477,631</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>143,450</b>	<b>144,274</b>						<b>287,724</b>
Revenues	2,375,658	206,036	237,669					<b>2,819,363</b>
Expenditures	2,348,525	186,588	271,573					<b>2,806,686</b>
Operating Transfers In (Out)	(33,904)		33,904					-
<b>Ending Fund Balance</b>	<b>136,679</b>	<b>163,722</b>	-	-	-	-	-	<b>300,401</b>

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

Sec. IV.B  
Attachment K

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 2019-20		FUNDS					
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
<b>REVENUES</b>								
State Financing Sources	3,247,599	171,443						3,419,042
Grants			179,063					179,063
Other Financing Sources	16,062	141,015						157,077
<b>TOTAL REVENUES</b>	<b>3,263,661</b>	<b>312,458</b>	<b>179,063</b>	-	-	-	-	<b>3,755,182</b>
<b>EXPENDITURES</b>								
Salaries	1,628,331	68,236	94,436					1,791,003
Staff Benefits	802,225	36,264	44,259					882,748
General Expense	117,118		5,678					122,796
Printing	3,536							3,536
Telecommunications	16,240		660					16,900
Postage	15,485							15,485
Insurance	3,120							3,120
Travel in State	2,972	3,342	2,152					8,466
Travel Out of State								-
Training	1,070							1,070
Security	804							804
Facilities Operations	67,598		3,861					71,459
Utilities								-
Contracted Services	322,887	12,947	1,120					336,954
Consulting and Professional Services - County Provided	3,700	150,246						153,946
Information Technology (IT)	117,852							117,852
Major Equipment	40,528							40,528
Other Items of Expense	738							738
Juror Costs	9,918							9,918
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation	(45,744)							(45,744)
Prior Year Expense Adjustment	(868)	18,145	27,599					44,876
<b>TOTAL EXPENDITURES</b>	<b>3,107,510</b>	<b>289,180</b>	<b>179,765</b>	-	-	-	-	<b>3,576,455</b>
Operating Transfers In (Out)								-
<b>Fund Balance (Deficit)</b>								
<b>Beginning Balance (Deficit)</b>	<b>419,923</b>	<b>173,724</b>						<b>593,647</b>
<b>Ending Balance (Deficit)</b>	<b>576,074</b>	<b>197,002</b>	<b>(702)</b>	-	-	-	-	<b>772,374</b>

## Current detailed budget projection on court's behalf

	FY 2020-21		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>	576,074	197,002	(702)	-	-	-	-	772,374
<b>Ending Balance (Deficit)</b>	576,074	197,002	(702)	-	-	-	-	772,374

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

Sec. IV.B  
Attachment K

## 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>	576,074	197,002	(702)	-	-	-	-	772,374
<b>Ending Balance (Deficit)</b>	576,074	197,002	(702)	-	-	-	-	772,374

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

Sec. IV.B  
Attachment K

## 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>	576,074	197,002	(702)	-	-	-	-	772,374
<b>Ending Balance (Deficit)</b>	576,074	197,002	(702)	-	-	-	-	772,374

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

Sec. IV.B  
Attachment K

## 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>	576,074	197,002	(702)	-	-	-	-	772,374
<b>Ending Balance (Deficit)</b>	576,074	197,002	(702)	-	-	-	-	772,374

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

Sec. IV.B  
Attachment K

## 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>	576,074	197,002	(702)	-	-	-	-	772,374
<b>Ending Balance (Deficit)</b>	576,074	197,002	(702)	-	-	-	-	772,374

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

Sec. IV.B  
Attachment K

## 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>	576,074	197,002	(702)	-	-	-	-	772,374
<b>Ending Balance (Deficit)</b>	576,074	197,002	(702)	-	-	-	-	772,374



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

Sec. IV.B  
Attachment K

## 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>	576,074	197,002	(702)	-	-	-	-	772,374
<b>Ending Balance (Deficit)</b>	576,074	197,002	(702)	-	-	-	-	772,374

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

**Sec. IV.C**  
Attachment K

**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	12,000
940000	Consulting and Professional Services - County Provided	
943000	Information Technology (IT)	
945000	Major Equipment	156,898
950000	Other Items of Expense	5,000
972000	Other	
973000	Debt Service	
983000	Court Construction	5,000
990000	Distributed Administration & Allocation	
<b>Total</b>		<b>178,898</b>

Application for TCTF Funds Held on Behalf of the Court

Sec. IV.D  
Attachment K

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

Description	FY 2019-20 ▼	FY 2020-21 ▼	FY 2021-22 ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Total
Contribution	243,833								243,833
Expenditures		203,833	40,000						243,833
Cumulative Balance	243,833	40,000	-	-	-	-	-	-	-

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

Original Request:

Description	FY 2019-20 ▼	FY 2020-21 ▼	FY 2021-22 ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Total
Contribution	243,833								243,833
Expenditures		64,935	40,000						104,935
Cumulative Balance	243,833	178,898	138,898	138,898	138,898	138,898	138,898	138,898	138,898

Amended request

Description	FY 2019-20 ▼	FY 2020-21 ▼	FY 2021-22 ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Total
Contribution	243,833								243,833
Expenditures		64,935	178,898						243,833
Cumulative Balance	243,833	178,898	-	-	-	-	-	-	-

## 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):

Hon. Julie R. Culver

**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:**

9/22/2021

**TIME PERIOD COVERED BY THE REQUEST, INCLUDING CONTRIBUTION AND EXPENDITURE:** FY 2020-21 & FY 2021-22
**REQUESTED AMOUNT:**

\$247,095, \$77,641 in FY 2021–2022

**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.):

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

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

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

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

After the above repairs took place, the court initially expected to expend \$366,359 to renovate, equip, and furnish the King City Courthouse. With some estimated cost savings, the project is now expected to cost \$287,613. Of this

amount, \$247,095 would be funded through the TCTF Funds Held on Behalf of the Court process with \$169,454 previously allocated to the court in FY 2020–2021 and \$77,641 requested to be allocated in FY 2021–2022. Costs include IT equipment, furniture, partitions, paint and flooring. The ongoing costs have already been determined and assumed in the court’s operational budget. Attachment L

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

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

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

## **SECTION II: AMENDED REQUEST CHANGES**

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

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

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

The requested amount and financial information were updated as the work was not completed in FY 2020–2021 and continues into FY 2021–2022. The originally requested amount of \$169,454 was exhausted to support \$173,713 in expenditures in FY 2020–2021. The work that remains in FY 2021–2022 has an estimated cost of \$113,900, increasing the total project cost to \$287,613 and the request to \$247,095 with \$169,454 already allocated to the court in the prior year and \$77,641 to be allocated in FY 2021–2022. Section IIIA was updated to reflect the project timeline now extends into FY 2021–2022. Section IVA through D were updated to reflect the additional year in court budgets, fund balances, requested funds held on behalf of the court in FY 2021–2022, and the updated estimated project cost.

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

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

These funds reflect a large portion of one-time project costs to renovate, equip, and furnish the King City courthouse so that it may be reopened to serve the public as described above. The Judicial Council and the County of Monterey have already committed significant resources to this project. In addition, given the uncertain nature of present and future funding for the judicial branch and trial courts, the court’s operational funding would be negatively impacted if it must absorb a reduction in funding of this amount while still funding the courthouse

project which it had originally hoped to initiate work on in FY 2019-20. The one-time costs of the project are outside the operational costs for the court, but the ongoing costs have already been determined and assumed in the court's operational budget. The timing of the court's role in readying the courthouse depends on the completion of projects to replace the roof of the building and to make interior repairs, as set forth in Section I above. Though the court was hopeful that it would be able to complete its work in FY 2020-21, the timing of the completion of the first two phases was not definite, and the court needs the funds held on its behalf so that it may, after completion of the two phases, contract with vendors and initiate and continue the work on the project through FY 2021–2022.

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

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

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

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

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

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

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

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

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

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

project costs, reducing its capacity to provide planned services and thereby negatively impacting the underserved South Monterey County population. Attachment L

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

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

**SECTION IV: FINANCIAL INFORMATION**

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

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

See attached

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

See attached

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

See attached

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

See attached



If a cost efficiency, please provide cost comparison

Status Quo		Select Fiscal Year ▼	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		-	-	-	-

If a cost efficiency, please provide cost comparison

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

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

## 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
<b>Beginning Balance</b>	<b>1,231,917</b>	<b>873,000</b>	-	-	-	-	-	<b>2,104,917</b>
Revenues	24,565,282	550,258	674,882	-	-	-	-	<b>25,790,421</b>
Expenditures	23,672,052	373,161	991,161	-	-	-	-	<b>25,036,374</b>
Operating Transfers In (Out)	(318,123)	1,844	316,279	-	-	-	-	-
<b>Ending Fund Balance</b>	<b>1,807,023</b>	<b>1,051,941</b>	-	-	-	-	-	<b>2,858,964</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>701,400</b>	<b>679,695</b>	-	-	-	-	-	<b>1,381,095</b>
Revenues	24,885,416	534,603	1,284,509	-	-	-	-	<b>26,704,527</b>
Expenditures	24,044,801	341,297	1,594,606	-	-	-	-	<b>25,980,705</b>
Operating Transfers In (Out)	(310,098)	-	310,098	-	-	-	-	-
<b>Ending Fund Balance</b>	<b>1,231,917</b>	<b>873,000</b>	-	-	-	-	-	<b>2,104,917</b>

FY 2018-19 ▼	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
<b>Beginning Balance</b>	<b>232,983</b>	<b>802,291</b>	-					<b>1,035,273</b>
Revenues	23,991,672	574,642	1,370,163					<b>25,936,477</b>
Expenditures	23,330,402	697,237	1,563,016					<b>25,590,655</b>
Operating Transfers In (Out)	(192,853)	-	192,853					-
<b>Ending Fund Balance</b>	<b>701,400</b>	<b>679,695</b>	-	-	-	-	-	<b>1,381,095</b>

Application for TCTF Funds Held on Behalf of the Court

Sec. IV.B  
Attachment L

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

	FY 2021-22		FUNDS					
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
<b>REVENUES</b>								
State Financing Sources	29,412,081	187,403	-	-	-	-	-	29,599,485
Grants	-	-	622,928	-	-	-	-	622,928
Other Financing Sources	368,957	368,704	-	-	-	-	-	737,661
<b>TOTAL REVENUES</b>	<b>29,781,038</b>	<b>556,107</b>	<b>622,928</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>30,960,073</b>
<b>EXPENDITURES</b>								
Salaries	15,276,409	106,173	487,859	-	-	-	-	15,870,441
Staff Benefits	7,447,113	50,122	239,601	-	-	-	-	7,736,835
General Expense	759,093	-	12,134	-	-	-	-	771,227
Printing	26,508	-	-	-	-	-	-	26,508
Telecommunications	176,467	-	-	-	-	-	-	176,467
Postage	122,156	-	-	-	-	-	-	122,156
Insurance	21,904	-	-	-	-	-	-	21,904
Travel in State	41,000	-	2,000	-	-	-	-	43,000
Travel Out of State	4,000	-	-	-	-	-	-	4,000
Training	35,000	-	28,575	-	-	-	-	63,575
Security	653,856	-	-	-	-	-	-	653,856
Facilities Operations	487,392	-	-	-	-	-	-	487,392
Utilities	-	-	-	-	-	-	-	-
Contracted Services	4,239,147	183,683	2,367	-	-	-	-	4,425,198
Consulting and Professional Services - County Provided	23,970	-	-	-	-	-	-	23,970
Information Technology (IT)	570,357	-	4,200	-	-	-	-	574,557
Major Equipment	670,906	-	-	-	-	-	-	670,906
Other Items of Expense	13,535	-	-	-	-	-	-	13,535
Juror Costs	71,449	-	-	-	-	-	-	71,449
Other	13,000	-	-	-	-	-	-	13,000
Debt Service	-	-	-	-	-	-	-	-
Court Construction	-	-	-	-	-	-	-	-
Distributed Administration & Allocation	(171,221)	25,730	145,492	-	-	-	-	-
Prior Year Expense Adjustment	-	-	-	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>30,482,041</b>	<b>365,708</b>	<b>922,227</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>31,769,976</b>
Operating Transfers In (Out)	(299,299)	-	299,299	-	-	-	-	-
<b>Fund Balance (Deficit)</b>								
Beginning Balance (Deficit)	1,807,023	1,051,941	-	-	-	-	-	2,858,964
Ending Balance (Deficit)	806,721	1,242,341	-	-	-	-	-	2,049,062

## 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>	806,721	1,242,341	-	-	-	-	-	2,049,062
<b>Ending Balance (Deficit)</b>	806,721	1,242,341	-	-	-	-	-	2,049,062

## Current detailed budget projection:

	Select Fiscal Year ▼	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
<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>	806,721	1,242,341	-	-	-	-	-	2,049,062
<b>Ending Balance (Deficit)</b>	806,721	1,242,341	-	-	-	-	-	2,049,062

## Current detailed budget projection:

	Select Fiscal Year ▼	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
<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>	806,721	1,242,341	-	-	-	-	-	2,049,062
<b>Ending Balance (Deficit)</b>	806,721	1,242,341	-	-	-	-	-	2,049,062

## Current detailed budget projection:

	Select Fiscal Year ▼	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
<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>	806,721	1,242,341	-	-	-	-	-	2,049,062
<b>Ending Balance (Deficit)</b>	806,721	1,242,341	-	-	-	-	-	2,049,062



## Current detailed budget projection:

	Select Fiscal Year ▼	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
<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>	806,721	1,242,341	-	-	-	-	-	2,049,062
<b>Ending Balance (Deficit)</b>	806,721	1,242,341	-	-	-	-	-	2,049,062

## Current detailed budget projection:

	Select Fiscal Year ▼	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
<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>	806,721	1,242,341	-	-	-	-	-	2,049,062
<b>Ending Balance (Deficit)</b>	806,721	1,242,341	-	-	-	-	-	2,049,062

## Current detailed budget projection:

	Select Fiscal Year ▼	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
<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>	806,721	1,242,341	-	-	-	-	-	2,049,062
<b>Ending Balance (Deficit)</b>	806,721	1,242,341	-	-	-	-	-	2,049,062

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

**Sec. IV.C**  
Attachment L

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

<b>Expenses Category</b>		<b>Amount</b>
<b>GL Account</b>	<b>Description</b>	
900000	Salaries	-
910000	Staff Benefits	-
920001	General Expense	88,470
924000	Printing	-
925000	Telecommunications	-
926000	Postage	-
928000	Insurance	-
929000	Travel in State	-
931000	Travel Out of State	-
933000	Training	-
934000	Security	-
935000	Facilities Operations	158,141
936000	Utilities	-
938000	Contracted Services	14,956
940000	Consulting and Professional Services - County Provided	-
943000	Information Technology (IT)	5,141
945000	Major Equipment	20,905
950000	Other Items of Expense	-
972000	Other	-
973000	Debt Service	-
983000	Court Construction	-
990000	Distributed Administration & Allocation	-
<b>Total</b>		<b>287,613</b>



Original Request:

Amended request

[illegible]

# 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, Court Executive Officer

### CONTACT PERSON AND CONTACT INFO:

Melissa Fowler-Bradley, Court Executive Officer

### DATE OF SUBMISSION:

9/8/2021

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

### 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.):*

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

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
Beginning Balance								-
Revenues								-
Expenditures								-
Operating Transfers In (Out)								-
Ending Fund Balance	-	-	-	-	-	-	-	-

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

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

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

Sec. IV.B  
Attachment M

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>	-	-	-	-	-	-	-	-

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

Sec. IV.B  
Attachment M

## 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>	-	-	-	-	-	-	-	-



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

Sec. IV.B  
Attachment M

## 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>	-	-	-	-	-	-	-	-

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

Sec. IV.B  
Attachment M

## 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>	-	-	-	-	-	-	-	-

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

**Sec. IV.C**  
Attachment M

**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	
990000	Distributed Administration & Allocation	
<b>Total</b>		-

**Sec. IV.D**  
Attachment M

[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 2019-20 ▼	FY 2020-21 ▼	FY 2018-19 ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Total
Contribution	471,670								471,670
Expenditures		471,670							471,670
Cumulative Balance	471,670	-	-	-	-	-	-	-	-

Amended request

Description	FY 2019-20 ▼	FY 2020-21 ▼	FY 2021-22 ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Total
Contribution	471,670		1,117,292						1,588,962
Expenditures			1,588,962						1,588,962
Cumulative Balance	471,670	471,670	-	-	-	-	-	-	-

## ***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. On completion of the project or planned expenditure, courts are required to report to the Trial Court Budget Advisory Committee within 90 days on the project or planned expenditure and how the funds were expended.
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*)